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San Francisco
Adult Probation Department



ANNUAL REPORT

1976 – 1977

CITY AND COUNTY OF SAN FRANCISCO
ADULT PROBATION DEPARTMENT

HALL OF JUSTICE
880 BRYANT STREET, ROOM 200
SAN FRANCISCO, CALIFORNIA 94103
PHONE: (415) 553-1704

WALTER D. MORSE
CHIEF PROBATION OFFICER

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CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT
HALL OF JUSTICE
880 BRYANT STREET, ROOM 200
AREA CODE 415 PHONE 553-1704
ZIP NO. 94103

October 1, 1977

The Honorable Lawrence S. Mana
Presiding Judge, Superior Court
City Hall
San Francisco, California 94102

Dear Judge Mana:

I would like to use this letter of transmittal as an opportunity to again express my thanks to you; to Judge Hart, Presiding Judge of the Municipal Court, and to the other judges of the Superior and Municipal Courts for the very positive support, and even patience, extended to the department and its personnel during this past year of change. This assistance has made the department's work less difficult and more satisfying, and has made many of the organizational changes described in this report possible.

For department personnel, the organizational changes of the past year have been unsettling. There have been job and role changes, and the continuing loss of good and experienced personnel because so many of the department's probation officers are in temporary positions. Further, the imposition of higher work performance standards, ongoing shortages of equipment and of clerical and other support personnel, are factors which have combined to contribute to job performance and morale problems.

However, in spite of the significant and continuing changes, and regardless of the personnel and resource problems, I know that you share my observation that the department's employees continue to work with vigor and dedication in their efforts to support the work of the courts, the interests of the San Francisco community and of the many, many persons who have been referred to the department for services.

Respectfully,

Walter D. Morse
Chief Adult Probation Officer

WDM:ah

REPORTING PERIOD, ANNUAL REPORTS
Fiscal Year vs. Calendar Year

For the past several years, this department has submitted annual reports each of which has used the fiscal year as the reporting period. This will be the last such report. California Penal Code Section 1203.11 reads in part as follows:

"Every probation officer, within 90 days after the thirty-first day of December, of each year, shall make in writing and file as a public document with the county clerk a report to the superior court of the county or city and county in which such probation officer is appointed to serve, and shall furnish a copy of such report to each judge in said county or city and county who has released any person on probation, who at the time of such reports remains on probation..."

Further, it is an advantage to use the same reporting period (the calendar year) that is used by state agencies which report criminal justice statistical information.

This department will therefore again issue a brief annual report within 90 days after January 1, 1978, covering the 1977 calendar year, and all subsequent reports will cover the calendar year.

THE NEED FOR ORGANIZATIONAL CHANGE

The manner in which the department was organized prior to this fiscal year had simply evolved over time. Primary functions of the department were administratively separated because of the time, or manner, in which these functions had been established, rather than because they made good organizational sense. In fact, the organization of the department in many ways both diminished individual and overall performance and created barriers which reduced communication and impaired function.

Prior to the reorganization, the department had concentrated all senior probation officers into two Superior Court services units, each composed of one supervisor and 14 to 16 senior officers. One of these units did presentence investigations and wrote reports, and the other supervised all persons granted probation by the Superior Courts.

A second major division of the department had concentrated all less experienced (8440) probation officers and probation officer trainees into three Municipal Court units, each of which performed both the presentence investigation and report-writing services and the supervision of persons granted probation by the Municipal Courts. Each of these units was assigned a supervising probation officer and approximately 12 of the department's less experienced officers.

This exclusive separation of Superior Court services staffed by senior personnel, and Municipal Court services by the less experienced probation officers and trainees, created many organizational problems:

1. The Superior Court workload was larger than that of the Municipal Court. Consequently, because the number of senior probation officers was limited, the average caseload in Superior Court supervision was 232 felony cases - an impossible caseload which prevented the effective supervision of the most severe cases assigned to the department for supervision.
 - a. These two units, each supervised by one supervising officer, could not be effectively supervised as the span of control reached 16 to 1; one supervising officer was indirectly responsible for more than 3,700 felony supervision cases.

The Need for Organizational Change (cont'd)

2. Because senior probation officers were assigned exclusively to the Superior Court, they were unavailable to the less experienced officers in the Municipal Court units, where they might have otherwise served in a leadership role as instructors, acting supervisors, etc.
 - a. This artificial separation of senior and less experienced personnel created a kind of caste system and prevented open organizational communication.

A second major problem prior to reorganization was the fact that all probation officers were randomly assigned new cases by a clerk. Such assignment of a case had little to do with a probation officer's unique talents or the concentration of assigned cases into a specific geographic area of the city for reasons of economy of travel.

One final problem of this organization related to the fact that when a person already on a grant of felony probation was rearrested on a new charge, the probation officer assigned the case for supervision was required to conduct a presentence investigation and write a report. Because these officers had an average of 232 cases under supervision, five or six felony offenders could be rearrested within a span of 30 days; at such times the officer had to concentrate his or her efforts into investigating and report writing, and was therefore virtually unable to provide supervision services to the other persons assigned.

REORGANIZATION

In response to the above-stated problems, a plan was developed during the final months of 1976 to reorganize the department, and in the early spring of 1977 the reorganization was accomplished. The new organization is functional in design. All the presentence investigation and report-writing services for both Superior and Municipal Courts have been combined.

The first step in the organization involved going to the Mayor's Office and the Board of Supervisors for additional supervisory personnel. Because more supervisors were key to a better organization, and because of the City's economic situation, the department offered to trade three senior probation officer line positions for two supervising probation officer positions and the upgrading of a clerical position to a clerk supervisor. Approval was obtained, the trades were made, and the department gained two supervising probation officers, for a total of nine, available to supervise the various units of the department.

The next step was to separate services and assign staff by function. This involved taking both Municipal Court and Superior Court investigating and report-writing staff and combining them into a program which included sufficient staff to perform all such functions done by the department. Initially, two units were created, but as the Determinate Sentencing Law (S.B. 42) was to become effective in July, 1977, and that law would require more extensive investigation and reporting, three units were created at the close of the fiscal year. Each of these units was composed of one supervisor and six line officers.

Similarly, all supervision services, Municipal and Superior Court, were combined into what is now called the Community Services Division. This division was initially composed of six units, each of which was assigned one supervisor and eight line officers. However, when the investigations program was expanded in order to handle the increased workload of the Determinate Sentencing Law, this division was reduced to five units, each with one supervisor and an average of seven line officers.

For reasons of efficiency, economy and improved neighborhood services, four of the Community Services Division units are each assigned cases within a given geographic region of the City, and one unit provides out-of-county services, i.e., for persons on probation who reside in the Bay Area, other portions of the state and out of state. The emphasis

Reorganization (cont'd)

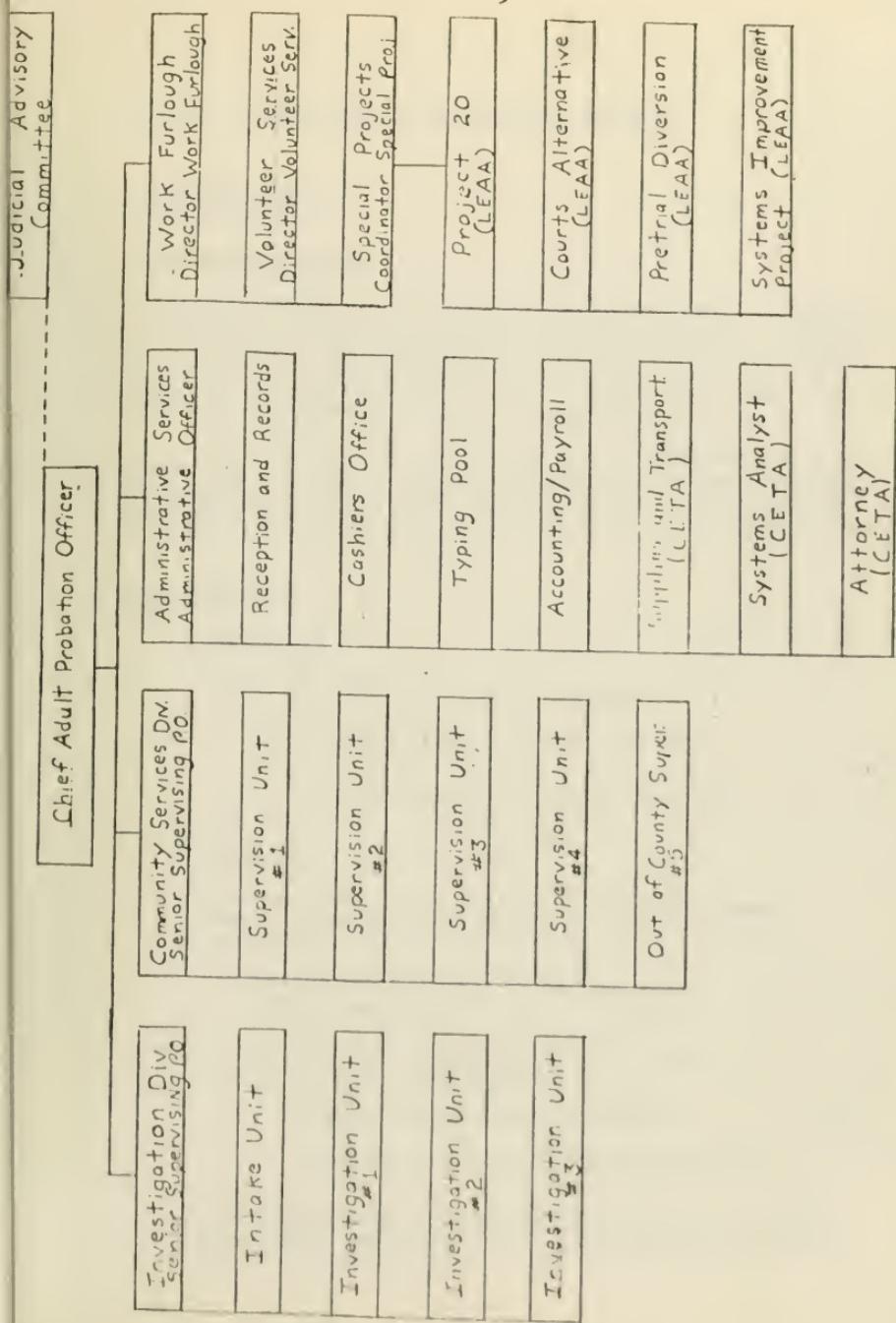
in this process was to provide better services to the persons residing in the City, and consequently the out-of-county caseloads are assigned a larger number of persons (average caseload 207) than the in-county caseloads (average 155).

A totally new unit, called the Intake Unit, was developed. This was added to the Investigation Division, which then became the Intake/Investigation Division. The Intake Unit is probably unique in adult probation services in California. In San Francisco more than 90% of the Municipal Court probation grants occur without benefit of a presentence report. Prior to the reorganization, these persons were simply granted probation by the Municipal Courts and sent down by the courts to the department, where they were randomly assigned to officers. They arrived throughout the business day and created a significant problem because staff had to be provided to receive them.

The new Intake Unit now receives these persons, interviews them, explains the expectations of the court's probation order, gathers background information, classifies the cases according to the clients' need for services, and refers them to the appropriate supervision unit, according to the clients' areas of residence.

Problems Associated with Reorganization

The primary problem identified by the reorganization was the less than effective concept of geographic assignment of cases. San Francisco's probation supervision population is probably the most transient of any such population in the state. Initial intentions to assign cases to an officer, and then reassign the case after 90 days because the probationer had moved from one area of the City to another, proved unworkable because so many individuals on probation move three or four times within a year. Our conclusion was that the bulk of the caseload would be in a constant state of transition, moving from one officer to another, with no continuity of service. At this writing, cases are being assigned geographically only as the case comes to the department from court as a new probation matter; such cases are not being reassigned each time a client moves to a new neighborhood.



PROGRAM: THE INTAKE/INVESTIGATIONS DIVISION

THE INTAKE UNIT

Program Description

The Intake Unit, composed of one supervisor and seven probation officers, is unique to adult probation services in California. It was developed because more than 90% of all persons granted probation by the Municipal Courts are sentenced summarily, i.e., without benefit of a prior referral to the department for a presentence report.

Intake's primary function is to interview each such probationer, gather a social and offense history, identify the person's need for services and schedule the person for subsequent contact with a probation officer who will provide continuing probation services.

Program Output

Personnel

Probation Officer Personnel Assigned

Supervising Adult Probation Officer	1
Line Probation Officers	<u>7</u>
Total Probation Officer Personnel	8

Workload

This unit was created late in the fiscal year; thus, the workload listed below is for three months only.

Intake of Municipal Court referrals (three months)	479
Intake of Courtesy Supervision Cases from Out-of-County/State	<u>63</u>
Total Intake (three months)	542
*Average Intake per Officer per Month	30

*Six of the above line staff perform overall Intake functions; one performs the pre-referral background checks listed below.

Program: The Intake/Investigations Division

Pre-referral Felony Background Investigations

In order to adequately gather background materials for felony presentence reports, the Intake Unit has also begun to gather such material subsequent to a felony conviction or plea of guilty but prior to referral by the court. This gives the department a unique time advantage in the process of investigations.

Pre-referral Background Investigations
(three months)

433

(One of the above seven line staff performs these functions with clerical support.)

Additional Services Provided by Intake Unit

During the 1976-77 fiscal year, the Intake Unit was also assigned personnel to perform the following services:

- a. Court Liaison. Three (CETA) legal process clerks provided liaison services to the Municipal Courts.
- b. Custody Services. Three probation officers were assigned caseloads of persons who are required to serve more than 30 days in the County Jail.

THE INVESTIGATIONS UNITS

Program Description

Three supervising probation officers and 18 probation officers provide a variety of services to the Superior and Municipal Courts and to the persons referred to the program for a presentence investigation, written report and dispositional recommendation.

Program personnel additionally provide liaison services to the courts, the District Attorney's office, the Public Defender's office and the Police and Sheriff's Departments. Personnel also provide special services under Penal Code Section 1000.

Program: The Intake/Investigations Division

THE INVESTIGATIONS UNITS (cont'd)

Community Need for Program

The community's need for this program is both social and legal, and, for the most part, it is legally mandated.

Social Need

The citizens of San Francisco have a right to protection from the behavior of persons who commit criminal acts. The Investigations Program responds to this need by providing an investigation into the personal background, behavior and individual needs of persons before the courts on criminal charges; by providing a written report of this investigation, and by making a sentencing recommendation to the court that is based on the facts gathered during the investigation. Because the courts have these reports and recommendations, they are better able to impose equitable sentences that are both mindful of the rights of the citizen and his safety and the rights and needs of the offender.

Legal Need: Superior Courts

This program enables the sentencing process in the San Francisco Superior Courts to conform to state law. Section 1203 of the California Penal Code reads in part as follows:

"In every case in which a person is convicted of a felony and is eligible for probation, before judgment is pronounced, the court shall immediately refer the matter to the probation officer... The probation officer shall immediately investigate and make a written report to the court of his findings and recommendations, including his recommendations as to the granting or denying of probation and the conditions of probation, if granted."

Program: The Intake/Investigations Division

THE INVESTIGATIONS UNITS (cont'd)

Legal Need: Municipal Courts

A Municipal Court judge may, under California law, refer a person to probation for a presentence investigation, report and recommendations. Such a referral to probation is discretionary with the judge and is done in San Francisco when, for example:

- a. the Municipal Court judge, prior to imposing sentence, wants more information about a defendant, or
- b. needs a recommendation about resources available to the court and defendant; examples: psychiatric treatment, hospitalization, etc.

Program Objectives

1. To provide, under state law, when so directed by the courts, a prompt, accurate, objective and legally sound written report of an investigation which must, by law, have inquired into the antecedents, character, history, family environment and offense of the person referred, and to offer the court an appropriate recommendation as to the granting or denying of probation and the conditions of probation, if granted.
2. To provide liaison to the courts to facilitate the courts' use of probation services.

Program Output

*Personnel

Total Probation Officer Personnel Assigned:

Supervising Adult Probation Officers	3
Line Probation Officers	<u>18</u>

Total, Close of Fiscal Year 1976-77	21
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Average Number of Line Officers during Year	15
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Program: The Intake/Investigations Division

THE INVESTIGATIONS UNITS (cont'd)

Workload

Total Investigations and Reports to Court

Breakdown by Court:	Municipal Court	382
	Superior Court	<u>2,076</u>
	Combined Total	2,458

Comparison, Fiscal Year 1975-76/1976-77

Fiscal Year 1975-76	Total	2,067
Fiscal Year 1976-77	Total	<u>2,458</u>
Difference		+391

Average Presentence Investigations and
Reports per Officer: $2,458 \div 15$ 16.3

*Note: This service was composed of two supervising probation officers and approximately 15 line officers during most of the 1976-77 fiscal year. However, just prior to the end of the year, one additional supervisor and three additional line officers were reassigned from field supervision caseloads to Investigations, and the total of three supervisors and 18 line officers was split into three units, each composed of a supervisor and six line officers.

Though the transfer of the one supervisor and three line officers to Investigations added many cases to each of the field supervision caseloads, it was necessary because:

1. The Uniform Determinate Sentencing Act (Senate Bill 42) was to become effective July 1, 1977. This law required a much more extensive pre-sentence investigation and report.
2. The addition of a supervisor and three line officers made it possible to separate the program into three equal units, each supervisor with six assigned personnel. This lower span of control was intended to improve the quality of investigations and report writing.

PROGRAM: COMMUNITY SERVICES DIVISION (FIELD SUPERVISION)

Program Description

The personnel of this division provide services to persons who are either conditionally diverted from sentencing (P.C. 1000 cases) or who are sentenced to serve a period of probation and placed under the supervision of the probation officer.

As a result of the departmental reorganization, all probation supervision functions were restructured and a high priority given to persons on probation and living within the City of San Francisco.

The City was divided into five geographic areas, and five units were created, each composed of one unit supervisor and approximately six line officers. Each of the units was then assigned, on the basis of residence, all of the probationers living in San Francisco.

A sixth supervision unit was created, and this unit was assigned all probationers living outside of the City of San Francisco. Cases assigned this unit were given a lower service priority, and the unit's one supervising officer and eight line officers were each assigned significantly more cases than the in-community caseloads.

Because of the need to transfer additional personnel to Investigations in order to meet the requirements of the Determinate Sentencing Act (S.B. 42), which was to become effective July 1, 1977, one supervisor and three line officers were transferred from this division, and the division was reduced from six units to five just prior to the end of the 1976-77 fiscal year. Thus, at the close of the year, there were four in-community Community Services units and one Out-of-County unit.

Community Need for Program

The community's need for this program is primarily social; however, the program is also provided for by state law.

Social Need

Community citizens have a right to protection from the criminal acts of others. Probation supervision exists to provide both community protection

Program: Community Services Division (Field Supervision) (cont'd)

from the new criminal acts of persons granted probation by the courts, through the monitoring or surveillance of their conduct in the community, and by assisting them to obtain needed helping community resources in an effort to prevent the commission of new criminal acts which might otherwise result from unmet needs. Thus, the program provides not only surveillance, or law enforcement kinds of services, but also helping services.

Legal Need

These services are provided under Section 1203.10 of the Penal Code, which reads in part as follows:

"...If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parents' occupation, and condition of such person committed to his care during the term of such probation..."

Program Objectives

1. To protect community citizens and property from the commission of new criminal acts by persons granted probation by the courts, and to work cooperatively with other justice agencies towards this end.

2. To counsel and otherwise assist probationers to use employment, training and education and other community resources.

3. To supervise the payment of fines, payable to the General Fund; restitution to victims and/or other required costs.

4. To insure that noncompliant persons granted probation are promptly returned to court for violation of the court's order when such violations become known.

Program: Community Services Division (Field Supervision) (cont'd)

Program Output

Personnel

Supervising Adult Probation Officers	5
Probation Officers	<u>41</u>
Total Probation Officer Personnel Assigned	46

Workload

Cases under Supervision	6,065
Persons under Supervision	5,690
Average Caseload per Officer	155*

*Note: Unit 5, the Out-of-County Unit, supervised 1,659 people, for an average caseload of 207 cases for the eight assigned officers.

Caseload Reduction from Previous Fiscal Year

Total Caseload for 1975-76 Fiscal Year	8,300
Caseload for Current (1976-77) Fiscal Year	6,065
Custody Unit Cases	<u>209</u>
Total Current Caseload	<u>6,247</u>
Caseload Reduction from Previous Year	2,026

PROGRAM: CASHIER'S OFFICE

Program Description

The personnel assigned to this program are responsible for the collection of money from persons granted probation or diverted from probation through court process, and for the disbursement of this money to the General Fund, to the state, and to victims of crimes (restitution). Court-ordered collections include:

- a. fines
- b. restitution
- c. court costs
- d. penalties
- e. costs for the destruction of records.

Community Need for Program

The community needs to receive, from offenders who are able to pay, restitution for losses incurred by the community and individual citizens, costs against the expense of criminal justice services, penalties for illegal behavior, and other legally mandated penalties and charges.

Program Objectives

To collect, using cost effective procedures, and to disburse promptly to designated recipients, all judicially ordered payments within the above categories.

Program Output

Personnel

Permanent: 1 Senior Account Clerk
2 Clerk-Typists

Temporary: 1 half-time Clerk (CETA)

Collections and Disbursements

Restitution to Victims of Crimes	\$233,260.01
Probation Costs	21,439.34
Fines	<u>179,911.33</u>
Total Collections	\$434,610.68
Total into General Fund	\$201,350.67

PROGRAM: WORK FURLough

Program Description

This program, managed by probation staff, is assigned one senior adult probation officer (Program Director), one 8440 probation officer (Assistant Director), one clerk and one half-time account clerk: these are program personnel. The custody or security personnel assigned the program, to insure community security and safety, are Sheriff's personnel.

The program is a 24-hour residential program into which selected County Jail inmates can be moved to allow them sufficient freedom from confinement that they can leave this residence to work and/or to participate in educational or vocational training. The program also, under contractual agreement with the California State Department of Corrections, provides these same services for carefully screened inmates who are given an early work release from a state institution just prior to their release into the San Francisco community on parole.

Community Need for Program

The community needs productive citizens who can support themselves and meet their personal and family obligations. The Work Furlough program enables qualified County Jail inmates to remain productive by allowing them to leave confinement, as necessary, for work or for work skill development through education and/or training programs.

This program is provided for under Section 1208 of the California Penal Code and under Section 13.60 of the City and County Administrative Code.

Program Objectives

1. To enable persons to work while in custody, and thereby to reimburse the community for part of the cost of their incarceration.
2. To prevent persons from losing jobs as a result of their being sentenced to confinement by the community courts.
3. To enable persons sentenced to jail to continue to earn wages, to support dependents, to pay fines, to make restitution and to pay existing debts and bills as they come due.

Program: Work Furlough (cont'd)

4. To enable selected persons to continue their education or job skills training while in custody, and thereby to increase their potential for a productive post-release life.

5. To provide these same services (1. through 4. above) to selected work-release inmates from state institutions, at no local cost, so that they can find jobs and establish themselves prior to their being released into the community on parole.

Program Output

Personnel

Senior Probation Officer	1
8440 Probation Officer	1
1430 Transcriber Typist	1
1630 Account Clerk	1/2 time

Applications Processed

Superior Court	305
Municipal Court	<u>134</u>
Total Applications Processed	439

Number of Inmates Enrolled

County	158
State	<u>109</u>
Total Active in Program	267
Average Monthly Enrollment	61
Median Daily Population	38.1
Successful Completions	189
"Escapes" (walk away from program)	
County	3
State	<u>4</u>
Total "Escapes"	7

Program: Work Furlough (cont'd)

Removals for Cause	
County	43
State	<u>16</u>
Total Removals for Cause	59

Program Income to General Fund

a. Inmate Payments	\$50,398.35
b. Collections from State for Care of State Inmates	19,525.22
c. Fines Collected from Inmates	<u>225.00</u>
Total Program Revenue Paid into General Fund	\$70,148.57

Program Collections and Disbursements

a. Inmate Payments through Program to Family	\$36,784.77
b. Restitution Paid to Victims	200.00
c. Wages Collected from Inmates and Paid for Meals and Expenses	33,047.13
d. Inmate Savings	<u>28,851.13</u>
Total Program Disbursements	\$98,883.03

PROGRAM: VOLUNTEER SERVICES

Program Description

Concerned citizens and student volunteers support the Adult Probation Department's efforts to prevent new criminal behavior by providing a variety of highly motivated human resources - perhaps the most important tool in realizing behavior change. The Volunteer Services Program in Adult Probation is a direct link to the community. The Volunteer Services staff recruits, trains, and places volunteers, with departmental staff as supervisors, in an individually defined role maximizing volunteer satisfaction and achievement. The project, operational since 1972, has received funding grants from the San Francisco Foundation and the Law Enforcement Assistance Administration through the Mayor's Criminal Justice Council. External fund sources now exhausted, the Volunteer Coordinator position is presently filled by an 8440 Probation Officer.

Community Need for Program

Both the community and the Adult Probation Department have needs that are met by a Volunteer Services Program.

Community Need

Citizens want to help reduce crime. Many community members have special skills, time and energy applicable to the probation process. It is necessary to have a way to channel citizen resources into this probation process.

Department Need

In San Francisco, adult probation officers have high caseloads. Persons on these caseloads have a history of criminal behavior associated with a heavier concentration of mental health, alcohol and drug-related problems than in other California counties. There is insufficient clerical support and paraprofessional staff. Volunteers can strongly augment the department's paid professional personnel and thereby enable them to provide better human services.

Program: Volunteer Services (cont'd)

Program Objectives

1. To provide the opportunity for students and citizens to work with professional staff as part of a coordinated team whose objective is to prevent new criminal behavior.
2. To provide additional counseling, listening and problem-solving skills to known offenders in order to prevent new criminal behavior.
3. To provide the probation officer and other department staff with administrative/clerical backup, giving him/her more professional time and energy to assist probationers and protect society.
4. To provide the opportunity for students to get practical counseling experience, to make career decisions and to demonstrate ability to potential employers.
5. To provide the opportunity for interested citizens to participate in the functions of a San Francisco public agency in a meaningful way.

Program Output

Personnel

Director of Volunteer Services
(11/1/76 became 8440 Probation Officer) 1

Assistant Director
(Position filled 7/1/76 to 8/25/76, and
1/1/77 to 6/30/77) 1

Volunteer Hours Contributed

7/1/76 through 6/30/77 6,305.75 hours

Estimated value of these services
at \$6.68 per hour

\$42,122.41

Program Costs

Cost to City and County of
San Francisco

\$7,876.44

Total Program Cost

\$21,723.51

FEDERAL FUNDS IN ADULT PROBATION
THROUGH THE MAYOR'S CRIMINAL JUSTICE COUNCIL

I. PRETRIAL DIVERSION PROJECT - 1976-77

Federal	\$100,000.00
State	5,556.00
Local	5,555.00

Project Description

This program is designed to offer to selected misdemeanor offenders coordinated assistance in the areas of vocational training, job placement, educational assistance, personal counseling and public service.

Project Objectives

In concept, the "Diversion" Project is designed to serve the needs of the first offender, in order to deter future criminal or disorderly behavior:

1. To divert out of the criminal justice system offenders who seem amenable to and desire a program that can prevent recidivism;
2. To reduce the heavy caseload of the courts and make the judicial function more meaningful by providing more options for the disposition of cases;
3. To involve community agencies in the criminal justice system, thus developing a comprehensive system of services for offenders by public and private agencies.

Federal Funds in Adult Probation (cont'd)

II. SYSTEMS IMPROVEMENT PROJECT - 1977-78

Federal	\$35,000.00
State	1,944.00
Local	1,945.00

Project Description

This project will enable the "criminal justice community" to employ an experienced systems analyst to study and describe the flow of clients being processed through the courts and criminal justice agencies. The project should enable key system decision makers to better identify client needs for services, the worth of services being delivered, and system changes necessary to utilize both public and private services more fully.

III. COURTS ALTERNATIVE PROJECT - 1977-78

Federal	\$72,725.00
State	4,040.00
Local	4,040.00

a. PROJECT 20 \$35,000.00

Project Description

This project was developed to improve the coordination between the agencies and programs which provide services to offenders who come before the courts, and to insure that judges, attorneys, etc., have good information about programs and services available to defendants, either before or after sentencing. Project personnel also provide direct services to clients, and work with public and private agencies to reduce duplication of services and to develop services that are needed but not currently being provided.

Federal Funds in Adult Probation (cont'd)

Project 20 is a small program (three personnel) to which persons are referred by the Municipal and Superior Courts for a community service work assignment with either a private or public agency. Such assignments are accepted voluntarily by the assignees as an alternative to a fine or some other potential penalty a court might impose at time of sentence. Such community service assignments are often in lieu of a fine for persons who cannot pay a fine.

COMPARATIVE STATEMENT

Actual Revenues vs. Estimated Revenues

Fiscal Year 1976-77

	<u>Estimated</u>	<u>Actual</u>	<u>Under (Over)</u>
Municipal Court Fines	\$180,000.00	136,758.62	43,241.
Superior Court Fines	3,500.00	4,635.00	(1,135.
Probation Costs	17,500.00	21,439.34	(3,939.
Board and Room Working Prisoners	<u>80,555.00</u>	<u>71,630.06</u>	<u>8,924.</u>
TOTAL	<u>\$281,555.00</u>	<u>234,463.02</u>	<u>47,091.</u>

STATEMENT OF RECEIPTS AND EXPENDITURES

Fiscal Year 1976-77

APPROPRIATED

\$2,123,827.00

EXPENDITURES AND ENCUMBRANCES:

Salaries - Permanent	\$1,551,617.01	
Contractual Services	36,823.60	
Maintenance & Rep.-Bldgs.	1,750.00	
Maint. & Rep.-Auto Equipment	1,482.96	
Pretrial Diversion-Local Share	5,555.00	
Materials & Supplies	12,360.16	
Equipment	4,206.75	
Mandatory Fringe Benefits	299,520.85	
EDP	<u>25,756.00</u>	<u>1,939,072.33</u>
EXPENDED BALANCE TO GENERAL FUND		\$ 184,754.67

FUNDS COLLECTED:

Restitution	233,260.01	
Fines	179,211.98	
Probation Costs	21,439.34	
Work Furlough Collection	<u>71,630.06</u>	
TOTAL FUNDS COLLECTED		\$ 505,541.39

COMPARATIVE STATEMENT

Appropriations & Expenditures

Fiscal Year 1976-77

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Under (Over)</u>
Permanent Salaries	\$1,605,509.00	1,551,617.01	53,891.99
Contractual Services	48,750.00	34,227.49	14,522.51
Contractual Services- Work Furlough	2,500.00	2,596.11	(96.11)
Maint. & Rep. Bldgs.- Work Furlough	1,750.00	1,750.00	-0-
Maint. & Rep. Auto Equipment	1,500.00	1,482.96	17.04
Pre-trial Diversion-Local Sh.	5,556.00	5,555.00	1.00
Materials & Supplies	12,095.00	9,552.99	2,542.01
Materials & Supplies-WF	2,830.00	2,807.17	22.83
Equipment	1,550.00	4,206.75	(2,656.75)
Mandatory Fringe Benefits:			
Retirement Allowances	295,831.00	215,908.59	79,922.41
Social Security Tax	87,420.00	60,834.01	26,585.99
Health Service	33,743.00	22,778.25	10,964.75
Transfer to Controller- EMP	<u>24,793.00</u>	<u>25,756.00</u>	<u>(963.00)</u>
TOTAL	\$2,123,827.00	1,939,072.33	184,754.67

ANNUAL REPORT
1977 - 1978

CITY AND COUNTY OF SAN FRANCISCO
ADULT PROBATION DEPARTMENT

HALL OF JUSTICE
880 BRYANT STREET, ROOM 200
SAN FRANCISCO, CALIFORNIA 94103
PHONE: (415) 553-1704

WALTER D. MORSE
CHIEF PROBATION OFFICER

DOCUMENTS DEPT.

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CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT
HALL OF JUSTICE
880 BRYANT STREET, ROOM 200
AREA CODE 415 PHONE 553-1704
ZIP NO. 94103

September 6, 1978

The Honorable Francis W. Mayer
Presiding Judge, Superior Court
City Hall
San Francisco, California 94102

Dear Judge Mayer:

This annual report for the 1977-78 fiscal year is respectfully submitted in response to state and local requirements. The report affords an opportunity to describe the department's operations, organizational changes and service improvements made during the period of the fiscal year.

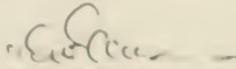
The 1977-78 year was again a year during which many improvements were made in the services provided by the department (please see the section on Organizational Change). This report not only briefly describes some of those improvements but also offers a basic description of the department's more traditional functions.

Efforts of the department's personnel to improve services have received strong support from both the Superior and Municipal Courts. Without such support, changes in programs and services would have been significantly more difficult.

The department has also received generous support and co-operation from the Office of the Mayor and from the Board of Supervisors and members of the Board's staff. For this help and cooperation we have been most grateful.

I wish to thank you personally for the help we have received from the office of the Presiding Judge of the Superior Court, and Judge Agnes O'Brien Smith for the help received from the office of the Presiding Judge of the Municipal Court.

Respectfully,


Walter D. Morse
Chief Adult Probation Officer

WDM:ah

ACKNOWLEDGMENT

At the close of the 1977-78 fiscal year I had served as Chief Adult Probation Officer for just over two years. During those twenty-six months, and to the date of this report, I have received the most generous support and cooperation from the office of the Mayor.

Mayor Moscone's staff, particularly Rudy Nothenberg and Ray Sullivan, have been generous to me and the department. They have given time, energy, direction and support. All of this has been given in a sincere effort to improve the department, its services to the community, and most importantly, I think, to increase the degree to which the department is accountable to the public for good probation services in exchange for tax dollars.

I wish therefore to acknowledge my indebtedness to Mayor Moscone and to his excellent staff who have, in my view, a very strong commitment to the improvement of City services.

1977-1978 ORGANIZATIONAL CHANGE

The 1976 Grand Jury report on the Adult Probation Department described the department as "in a despondent state of chaos." Too many years of insufficient resources, personnel shortages, and perhaps benign inattention to the needs of the department, had contributed to the evolution of a City agency with troubles.

During the 1976-1977 year, the department was reorganized. New supervisory positions were obtained and personnel were assigned more appropriately by function. A Policies and Procedures Manual was developed, and controls were instituted to improve work quality.

The City's work performance appraisal system was more closely managed, and the work of employees was rated against new and higher standards.

At the close of this recent fiscal year, the department was still not in good organizational health, but it was clearly on the mend. Each of the following changes was a significant further contribution to the improvement of the department's operations, and therefore its services.

I. Permanent Senior and Supervisory Personnel

During the early months of 1977-1978, twenty-two of the department's long-term personnel were promoted or made permanent as either Senior Probation Officers or Supervising Probation Officers.

For years, more than 60% of the department's personnel had been in limited tenure positions. This impermanence had generated organizational instability, bitterness among the employees and low morale.

With the finalization of Civil Service procedures, all of the department's Senior Probation Officer positions and each of its nine supervisory positions were permanently filled. These changes improved morale and contributed to the developing stability of the department.

However, despite these improvements at the senior and supervisory levels, more than thirty of the department's journeymen 8440 Probation Officers continued through the year as temporary, limited tenure employees. The bitterness of the five-year struggle of this group to become permanent City employees remained a significant organizational problem at the close of the fiscal year.

II. CRMT (Community Resources Management Team)

During the fiscal year, an external consultant trained a unit supervisor, eight line probation officers and a unit clerk in new approaches to the utilization of community resources.

Following the lead of two other California probation departments and a number of other departments throughout the nation, San Francisco Adult Probation Department developed a CRMT program to which more than 1,100 probationers were assigned for special services.

CRMT probation officers were trained to do client need assessments, i.e., to identify the primary needs that each probationer had for a particular kind of service. Following these needs assessments, unit staff were split into units or teams. These teams were assigned to jointly manage caseloads of probationers who had common needs, such as employment, mental health services, treatment for substance abuse problems, etc. Caseloads were pooled, so that all officers accepted responsibility for unit functions; the staff had been trained to operate as a team. The primary responsibility given the unit was that of client advocacy and service brokerage: team members working to obtain services from community agencies for probation clients.

III. Business Exchange Project

During the 1977-78 year, the Mayor's Office initiated a program through which San Francisco's business and industrial organizations could provide management consultation to City departments at no cost to the City. The program was developed to allow the "private sector" to contribute management expertise to the improvement of the City's public services.

In response to a request from the Adult Probation Department, the Mayor's Office asked the Pacific Telephone Company to provide such services to the department. Early in 1978, Pacific Telephone "loaned" three of its managers to the Adult Probation Department. Pacific Telephone's commitment was that the managers were to work with Probation for a period of six months.

Through the 1977-78 fiscal year, the three managers worked with Probation personnel towards the improvement of the department's operational efficiency. During this Business Exchange Project, many of the department's operations and

1977-1978 ORGANIZATIONAL CHANGE (cont'd)

procedures were revised and updated. A management manual was developed, and many personnel policies and procedures were clarified and formalized. The project is viewed as a very successful one.

To some degree, this successful effort became a pilot project for other private sector efforts to help City departments improve services.

IV. Criminal Justice Management Training Grant

During the fall of 1977, the Adult Probation Department joined with the Mayor's Criminal Justice Council and other justice system departments to submit a grant request for the development of a management training and consultation service. In early 1978, a total of \$56,200 in resources was committed to this project; the project started with a \$26,000 grant from The San Francisco Foundation.

Under the grant, the Probation Department became eligible for more than 25 days of management training and consultation, which were to be available as needed during the project year.

During the final months of this report year, this consultation became very helpful, not only to probation personnel as they worked to improve department services, but also to the department as it attempted to resolve interagency problems related to justice system practices and procedures.

PROGRAM: THE INVESTIGATIONS DIVISION

A. THE INVESTIGATIONS UNITS

Program Description

Three supervising probation officers and 18 probation officers provide a variety of services to the Superior and Municipal Courts and to the persons referred to the program for a presentence investigation, written report and dispositional recommendation.

Program personnel additionally provide liaison services to the courts, the District Attorney's office, the Public Defender's office and the Police and Sheriff's Departments. Personnel also provide special services under Penal Code Section 1000.

Community Need for Program

The community's need for this program is both social and legal, and, for the most part, it is legally mandated.

Social Need

The citizens of San Francisco have a right to protection from the behavior of persons who commit criminal acts. The Investigations Program responds to this need by providing an investigation into the personal background, behavior and individual needs of persons before the courts on criminal charges; by providing a written report of this investigation, and by making a sentencing recommendation to the court that is based on the facts gathered during the investigation. Because the courts have these reports and recommendations, they are better able to impose equitable sentences that are both mindful of the rights of the citizen and his safety and the rights and needs of the offender.

Legal Need: Superior Courts

This program enables the sentencing process in the San Francisco Superior Courts to conform to state law. Section 1203 of the California Penal Code reads in part as follows:

"In every case in which a person is convicted of a felony and is eligible for probation, before judgment is pronounced, the court shall immediately refer the matter to the probation officer... The probation officer shall immediately investigate and make a written report to the court of his findings and recommendations,

THE INVESTIGATIONS UNITS (cont'd)

including his recommendations as to the granting or denying of probation and the conditions of probation, if granted."

Legal Need: Municipal Courts

A Municipal Court judge may, under California law, refer a person to probation for a presentence investigation, report and recommendations. Such a referral to probation is discretionary with the judge and is done in San Francisco when, for example:

- a. the Municipal Court judge, prior to imposing sentence, wants more information about a defendant, or
- b. needs a recommendation about resources available to the court and defendant; examples: psychiatric treatment, hospitalization, etc.

Program Objectives

1. To provide, under state law, when so directed by the courts, a prompt, accurate, objective and legally sound written report of an investigation which must, by law, have inquired into the antecedents, character, history, family environment and offense of the person referred, and to offer the court an appropriate recommendation as to the granting or denying of probation and the conditions of probation, if granted.
2. To provide liaison to the courts to facilitate the courts' use of probation services.

Program Output

A. Personnel Assigned

Senior Supervising Adult Probation Officer	1
Supervising Adult Probation Officers	2
Senior Probation Officers	8
Probation Officers (8440)	10
Total Personnel	21

THE INVESTIGATIONS UNITS (cont'd)

B. Workload: Investigations and Reports to Courts

Superior Courts	2,023
Municipal Courts	219
Diversion Reports	241
Supplemental Reports	<u>116</u>
Total Reports	2,599

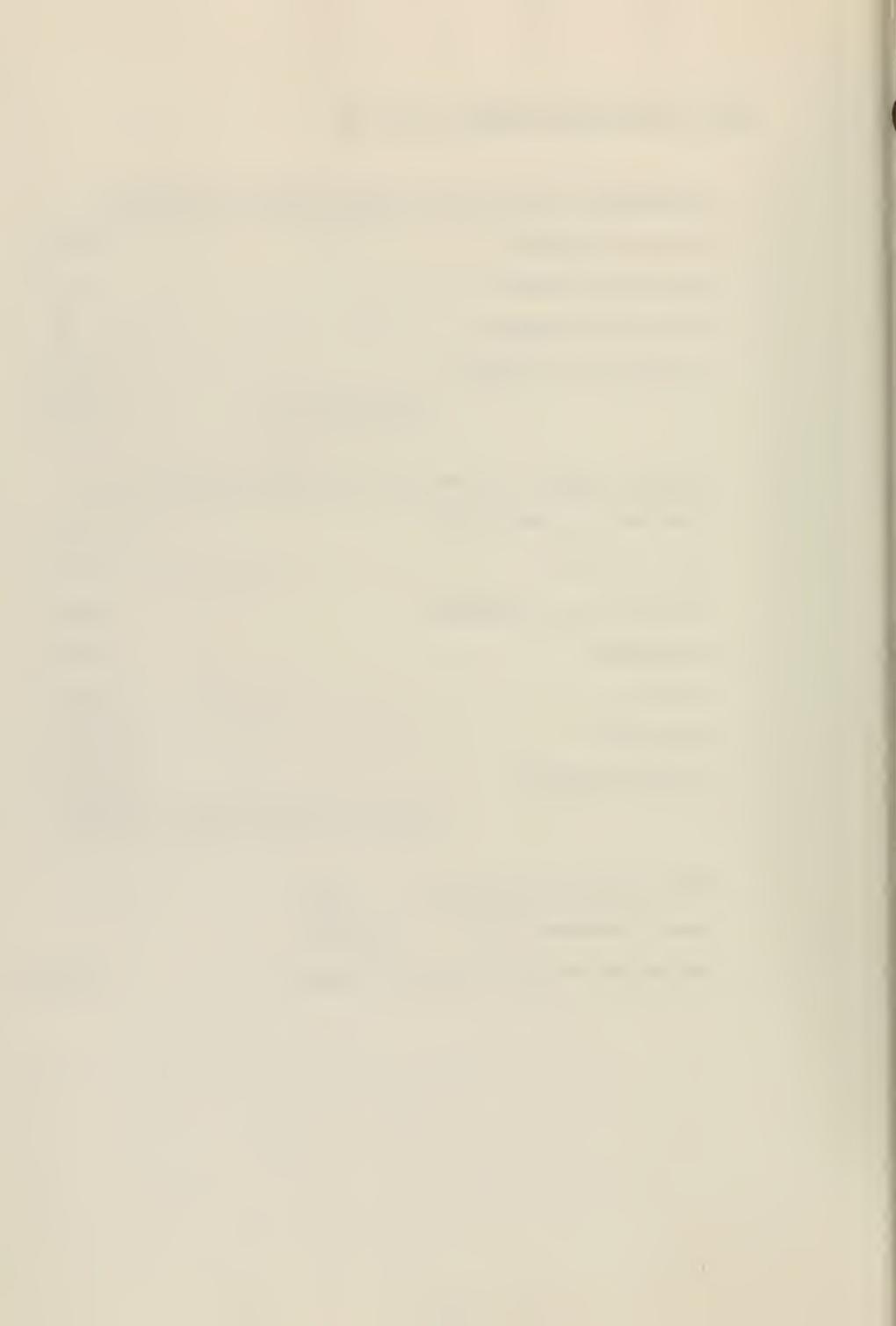
C. Program Costs: Estimated Ad Valorem Program Costs

Contractual Services	\$ 25,847
Use of Cars	562
Materials and Supplies	5,957
Equipment	1,292
E.D.P.	11,682
Salaries	484,320
Fringe Benefits	<u>93,144</u>
Total Estimated Costs	\$622,804

Total Reports Prepared 2,599

Total Program Costs \$622,804

Estimated Average Cost per Report \$239.63



THE INVESTIGATIONS UNITS (cont'd)

INVESTIGATIONS BY CHARGE, 1977-78 FISCAL YEAR

<u>Superior Court</u>		<u>Municipal Court</u>	
<u>Charge</u>	<u>Number Referred</u>	<u>Charge</u>	<u>Number Referred</u>
459 PC	453	488-487 PC	12
211 PC	245	470-476 PC	2
666 PC	19	415 PC	4
487 PC	275	2101 CUIC	2
484 PC	23	242 PC	17
475 PC	14	B & P Code	2
476-470 PC	39	314.1 PC	2
496 PC	48	272 PC	2
243 PC	4	23102a VC	11
245 PC	152	647b PC	15
288 PC	11	14601 VC	2
288a PC	4	20001-20002a VC	10
261 PC	28	10852 VC	1
447 PC	15	23103 VC	1
285 PC	2	192.3b PC	4
286 PC	3	H&S Code	4
647a PC	9	12025-12031 VC	68
182 PC	8	148 PC	8
192 PC	20	647f PC	2
192 PC (Veh.F)	3	243-245 PC	14
187 PC, 1°	16	417 PC	11
187 PC, 2°	28	Other	<u>25</u>
		TOTAL	219

THE INVESTIGATION UNITS (cont'd)INVESTIGATIONS BY CHARGE, 1977-78 FISCAL YEAR

Superior Court (cont'd)		Drug Diversion	
Charge	Number Referred	Charge	Number Referred
4532 PC	4	11350-51-52 H&S	68
12021 PC	88	11357 H&S	36
11350-51 H&S	92	11364 H&S (4143a B&P)	16
11352 H&S	116	11365 H&S	20
11357-59 H&S	16	11377 H&S	28
11360 H&S	3	11550 H&S	12
11366 H&S	4	11358-59 H&S	8
11365 H&S	2	647f PC	<u>56</u>
11376-77-78 H&S	56	TOTAL	244
Other Narc.	36		
23101 CVC	4		
23102 CVC	12		
20001 CVC	12		
10851 CVC	48		
12025a-12031a PC	24		
Misc. Other	<u>87</u>		
TOTAL	2,023		

PROGRAM: THE INVESTIGATIONS DIVISION

B. THE INTAKE UNIT

Program Description

The Intake Unit is unique to adult probation services in California. It was developed because more than 90% of all persons granted probation by the Municipal Courts are sentenced summarily, i.e., without benefit of a prior referral to the department for a presentence report.

Intake's primary function is to interview each such probationer, gather a social and offense history, identify the person's need for services, and schedule the person for subsequent contact with a probation officer who will provide continuing probation services.

Program Output

Personnel

- 1 Supervising Adult Probation Officer
- 3 Senior Probation Officers
- 1 Probation Officer (8440)
- 1 Probation Officer Trainee (CETA)
- 1 Clerk-Stenographer
- 1 Transcriber-Typist (CETA)

Workload: Intake of New Cases

Summary Grants	2,021
Transfers from Other Counties	<u>235</u>
Total	2,256

Program Costs (Estimated Ad Valorem Costs)

Contractual Services	\$ 8,616
Use of Cars	187
Materials and Supplies	1,986
Equipment	430
E.D.P.	11,682
Salaries	161,440
Fringe Benefits	<u>31,048</u>
Total	\$215,389

Estimated Average Cost per New Case \$95.47

PROGRAM: COMMUNITY SERVICES DIVISION (Field Supervision)

Program Description

The personnel of this division provide services to persons who are either conditionally diverted from sentencing (P.C. 1000 cases) or who are sentenced to serve a period of probation and placed under the supervision of the probation officer.

Services are provided out of five community service units, each of which is assigned a unit supervisor and approximately seven probation officers.

Three of the five units serve those granted probation who live within three geographical areas of the city.

A fourth unit, the Community Resources Management Team Unit, is an experimental program. Unit staff have been trained to identify the primary needs their clients have for services and to obtain these services from community agencies, using a teamwork approach.

A fifth unit serves all persons who live out of the city but who were granted probation by the San Francisco courts.

Community Need for Program

The community's need for this program is primarily social; however, the program is also provided for by state law.

Social Need

Community citizens have a right to protection from the criminal acts of others. Probation supervision exists to provide both community protection from the new criminal acts of persons granted probation by the courts, through the monitoring or surveillance of their conduct in the community, and by assisting them to obtain needed community resources in an effort to prevent the commission of new criminal acts which might otherwise result from unmet needs. Thus, the program provides not only surveillance, or law enforcement kinds of services, but also helping services.

Legal Need

These services are provided under Section 1203.10 of the Penal Code, which reads in part as follows:

PROGRAM: THE COMMUNITY SERVICES DIVISION (cont'd)

"...If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parents' occupation, and condition of such person committed to his care during the term of such probation..."

Program Objectives

1. To protect community citizens and property from the commission of new criminal acts by persons granted probation by the courts, and to work cooperatively with other justice agencies toward this end.
2. To counsel and otherwise assist probationers to use employment, training and education and other community resources.
3. To supervise the payment of fines, payable to the General Fund; restitution to victims and/or other required costs.
4. To insure that noncompliant persons granted probation are promptly returned to court for violation of the court's order, when such violations become known.

Program Output

A. Personnel

Supervising Adult Probation Officers	5
Senior Probation Officers	12
8440 Probation Officers	24
8402 (CETA Trainees) Officers	6
Total Probation Officer Personnel	47*

*During this fiscal year there has been a high rate of turnover among probation officer personnel. This figure represents an average of the filled positions throughout the year, after salary savings, etc.

PROGRAM: THE COMMUNITY SERVICES DIVISION (cont'd)

B. Workload

Persons under Supervision (1977-78)	6,200
Average Caseload per Officer	155*

*Note: CETA officers carry 100 cases. Some special caseloads exceed 200 cases, and some less than 125.

C. Program Costs: Estimated Ad Valorem or Program Costs

Contractual Services	\$ 51,694
Use of Cars	1,120
Materials and Supplies	11,915
Equipment	2,583
E.D.P.	23,367
Salaries	968,640
Fringe Benefits	<u>186,288</u>
Total Estimated Costs	\$1,245,607

CETA Funds in Community Service Division
Salaries 65,208

Total Ad Valorem
and CETA Program
Costs \$1,310,815

Estimated Average Annual Cost per Case
Supervised \$211

PROGRAM: WORK FURLough

Program Description

This program, managed by probation staff, is assigned one Senior Adult Probation Officer (Program Director), one 8440 Probation Officer (Assistant Director), one Clerk and one half-time Account Clerk: these are program personnel. The custody or security personnel assigned the program, to insure community security and safety, are Sheriff's personnel.

The program is a 24-hour residential program into which selected County Jail inmates can be moved to allow them sufficient freedom from confinement that they can leave this residence to work and/or participate in educational or vocational training. The program, under contractual agreement with the California State Department of Corrections, also provides these same services for carefully screened inmates who are given an early work release from a state institution just prior to their release into the San Francisco community on parole.

Community Need for Program

The community needs productive citizens who can support themselves and meet their personal and family obligations. The Work Furlough program enables qualified County Jail inmates to remain productive by allowing them to leave confinement, as necessary, for work or for work skill development through education and/or training programs.

This program is provided for under Section 1208 of the California Penal Code and under Section 13.60 of the City and County Administrative Code.

Program Objectives

1. To enable persons to work while in custody, and thereby to reimburse the community for part of the cost of their incarceration.
2. To prevent persons from losing jobs as a result of their being sentenced to confinement by the community courts.
3. To enable persons sentenced to jail to continue to earn wages, to support dependents, to pay fines, to make restitution and to pay existing debts and bills as they come due.

PROGRAM: WORK FURLough (cont'd)

4. To enable selected persons to continue their education or job skills training while in custody, and thereby to increase their potential for a productive post-release life.
5. To provide these same services (1. through 4. above) to selected work-release inmates from state institutions, at no local cost, so that they can find jobs and establish themselves prior to their being released into the community on parole.

Program Output

A. Personnel

Senior Probation Officer	1
8440 Probation Officer	1
1430 Transcriber-Typist	1
1630 Account Clerk	<u>1/2</u> time
Total Personnel	3-1/2

B. Applications Processed

Superior Court	256
Municipal Court	<u>232</u>
Total Applications Processed	488

C. Number of Inmates Enrolled

County	183
State	98
Out-of-County	11
Federal	<u>1</u>
Total Active in Program	293

Median Daily Population 38.6

Successful Completions 213

"Escapes" (Walk-Away from Program)

County	3
State	<u>4</u>
Total "Escapes"	7

PROGRAM: WORK FURLough (cont'd)

Removals for Cause	49
Administrative Removals (Health)	<u>6</u>
Total Removals	55

D. Program Income to General Fund

a. Inmate Payments	\$62,644.31
b. Collections from State for Care of State Inmates	14,882.69
c. Fines Collected from Inmates	<u>392.60</u>
Total Program Revenue Paid into General Fund	\$77,919.00

E. Program Collections and Disbursements

a. Inmate Payments through Program to Family	\$ 53,799.45
b. Restitution Paid to Victims	675.00
c. Wages Collected from Inmates and Paid for Meals and Expenses	55,191.54
d. Inmate Savings	<u>34,304.46</u>
Total Program Disbursements	\$143,970.49

PROGRAM: DRINKING DRIVER PROGRAM
(S.B. 38 - January 1, 1978 through June 30, 1978)

Program Description

The Drinking Driver Program was provided for under legislation which became effective on January 1, 1978. Probation's role in the program was developed by the Municipal Courts.

The program enables a person arrested for drunk driving to retain his or her driver's license provided he or she is willing to participate in a lengthy treatment program.

The treatment component of the City's total program is offered by a private contract provider, and that provider's contract is administered by the City's Bureau of Alcoholism. The City's program must meet standards and guidelines developed by the State Office of Alcoholism.

Probation personnel accept referrals of persons from the courts, research arrest records, consider legal eligibility and other eligibility factors, write a brief report to the court recommending for or against program involvement.

If, during the treatment period, a person accepted into the program is either arrested or fails to meet program requirements, the probation officer writes a new report of the failure, and a recommendation as to disposition.

As a part of the grant of probation which enables the defendant to participate in the program, the defendant may be required either to pay a fine or make restitution for losses due to an auto accident.

Program Output

A. Personnel Assigned

Senior Probation Officer	1
Probation Officer (Assigned April 26, 1978)	1
Probation Officer Trainee (CETA)	2
Clerk (8106 CETA)	1
Total Personnel	5

PROGRAM: DRINKING DRIVER PROGRAM (cont'd)

B. Workload

Cases Granted Drinking Driver Program and under Supervision	94
Cases Declined or Ineligible for Program	30
Sentence Set Aside and Terminated from Program	1
Cases Pending on 6/30/78 - Not Sentenced	<u>29</u>
Total Cases Processed by Unit	154

FUNCTION: WORD PROCESSING CENTER

Description:

This is a central pool for the entire department that types in final format presentence reports, other reports, and motions to the courts, letters, memorandums and other documents. Most work is directly transcribed from dictated tapes into word processing mediums, enabling revisions to be made without re-typing the entire original jobs.

Community Need for Service

This unit implements the objectives of the Investigation and Community Service functions by presenting the findings and recommendations of the professional staff in the final format. This frees the professional staff from clerical chores of typing their own work.

Personnel:

2 Senior Transcriber Typist

8 Transcriber Typists

1 Clerk-Stenographer

FUNCTION: COURT RESEARCH AND E.D.P. UNIT

Description:

The primary function of this support services unit is information gathering. Unit personnel research the arrest records of persons referred to the Probation Department by courts; they provide this service for all Probation personnel and all department programs. The computer terminals of the Court Management Information System are used to obtain arrest and offense information, from the records of local, state and federal Criminal Justice agencies.

Unit personnel also provide the following services:

1. Unit clerical personnel represent the department in court, recording information related to probation matters.
2. They manage certain of the flow of records and information between the department and the courts.
3. They manage the printing and distribution of Superior Court calendars for department use.

During February of 1977, personnel providing these services were placed under supervision of a specialist - (Systems Analyst). Subsequently, these services were improved and additional information sources were accessed.

Under this new manager the reorganized unit has become a key service to Probation Officer personnel. Prior to these changes, individual probation officers each spent hours researching arrest records and prior to this consolidation of services much information was simply not obtainable - this information is now readily accessible by unit provided from either a video computer terminal or a printer.

Program Output

A. Personnel Assigned

Systems Analyst - Special Projects (Supervisor)	1
Probation Officer Trainee (CETA)	1
Legal Process Clerk (CETA)	4
Clerk/Typist (CETA)	2

Total Personnel	8

Workload

A. Unit Computer Use

Superior Court pre trial investigations	2,132
Intra office information requests	2,605
Intake information requests (1-78 to '78)	855
Data inquiries	2,400

Total	7,992

B. In-court Clerical Services

The workload of the units clerical personnel assigned to in-court services is not measurable.

C. Total Computer Terminal Inquiries '77 - '78

Estimate based on monthly average of approximately 6000 inquiries.

72,000

FUNCTION: FRONT DESK

Description:

Under the supervision of a Principal Clerk, this section of 10 clerks, including a storekeeper, is primarily responsible for duties at the Reception area; telephone, switchboards, and the File Room. Clerks handle probationers referred by the Courts and prepare basic documentation for assignment of cases to Investigation and Community Services functions. The section, further, maintains central files, makes use of computerized Court information, and is the collection and disbursing area for the extensive paperwork required on each probationer.

Community Need For Services:

The section is at the centre of Departmental operations and is essential to the daily functions of our administration. It assures smooth initial contact with defendants, attorneys, police, Sheriff's Office, and the general public.

Personnel:

- 1 Principal Clerk
- 1 Storekeeper
- 4 Typist Clerks
- 5 General Clerks (incl 2 telephone operators).

FUNCTION: CASHIER'S OFFICE

Description

The personnel assigned to this service unit are responsible for the collection of money from persons granted probation or diverted from probation through court process, and for the disbursement of this money to the General Fund, to the state, and to victims of crimes (restitution). Court-ordered collections include:

- a. fines
- b. restitution
- c. probation costs
- d. penalty assessments
- e. costs for the destruction of records.

Community Need for Service

The community needs to receive, from offenders who are able to pay, restitution for losses incurred by the community and individual citizens, costs against the expense of criminal justice services, penalties for illegal behavior, and other legally mandated penalties and charges.

Service Objectives

To collect, using cost effective procedures, and to disburse promptly to designated recipients, all judicially ordered payments within the above categories.

Service Output

Personnel

- 1 Senior Account Clerk
- 2 Clerk-Typists

Collections and Disbursements

Restitution to Victims of Crimes	\$275,093.10
Probation Costs	521.00
Fines	<u>87,291.82</u>
Total Collections	\$362,905.92
Total into General Fund	\$87,812.82

FEDERAL FUNDS IN ADULT PROBATION
THROUGH THE MAYOR'S CRIMINAL JUSTICE COUNCIL

I. PRETRIAL DIVERSION PROJECT

Federal	\$100,000
State	5,556
Local	<u>5,555</u>
Total Project Cost	\$111,111

Project Description

This program is designed to offer to selected misdemeanor offenders coordinated assistance in the areas of vocational training, job placement, educational assistance, personal counseling and public service.

Project Objectives

In concept, the "Diversion" Project is designed to serve the needs of the first offender in order to deter future criminal or disorderly behavior:

1. To divert out of the criminal justice system offenders who seem amenable to and desire a program that can prevent recidivism.
2. To reduce the heavy caseload of the courts and make the judicial function more meaningful by providing more options for the disposition of cases.
3. To involve community agencies in the criminal justice system, thus developing a comprehensive system of services for offenders by public and private agencies.

FEDERAL FUNDS IN ADULT PROBATION (cont'd)

II. SYSTEMS IMPROVEMENT PROJECT

Federal	\$19,394
State	1,077
Local	<u>1,077</u>
Total Project Cost	\$21,548

Project Description

This project has enabled the criminal justice community to employ an experienced systems analyst to study and describe the flow of clients being processed through the courts and criminal justice agencies. The project enables key system decision makers to better identify client needs for services, the worth of services being delivered, and system changes necessary to utilize both public and private services more fully.

This project, initially sponsored by the Adult Probation Department, will have the Municipal Court as its sponsor during the 1978-79 fiscal year.

III. COURTS ALTERNATIVE PROJECT

The Courts Alternative Project had two primary components during the 1977-78 year. These were:

1. the Courts Alternative Project, and
2. Project 20.

Functionally, these are separate programs that were combined to facilitate their funding.

1. The Courts Alternative Project

Project Description

This program was conceived by the Diversion Task Force of the Mayor's Criminal Justice Council. Project personnel perform two primary functions:

FEDERAL FUNDS IN ADULT PROBATION (cont'd)

a. Court-Service Program Coordination

This is a primary function of the project's Coordinator and Assistant Coordinator. Their responsibility is to work cooperatively with public and private programs which provide services to the courts and court clients. Their effort is directed to the improvement of coordination between programs, the reduction of duplication in services to criminal justice clients, and the development of services that are needed but do not exist.

b. Jail Screening Unit

These personnel, under the management of the Project Coordinator, interview persons arrested and summarily confined in the City Prison. The purpose is to help these new inmates through the crisis of their incarceration and to find resources for them that may prevent their rearrest.

Project Personnel

The project staff are grant funded, CETA funded and VISTA volunteers.

Grant Funded	1 Coordinator 1 Assistant Coordinator
CETA Funded	4 Jail Intake Screeners
VISTA Funded	6 Jail Intake Screeners

Project Costs

Federal, LEAA	\$29,923
State Match	1,663
Local Match	<u>1,663</u>
Total Cost	\$33,249

FEDERAL FUNDS IN ADULT PROBATION (cont'd)

2. Project 20

Project Description

Project 20 is a program to which persons are referred by the Municipal and Superior Courts for community service work assignments with either private or public agencies. Such assignments are accepted voluntarily by the assignees as an alternative to a fine or some other potential penalty a court might impose at the time of sentence. Project 20 clients perform thousands of hours of work for needy public and private agencies.

Project Personnel

- 1 Project Director
- 1 Staff Aide I
- 2 Staff Aide II (CETA)
- 1 Office Manager (CETA)

Project Costs

Federal	\$29,180
State Match	1,621
Local Match	<u>1,621</u>
Total Project Cost	\$34,422

Workload

Persons Referred to Project from Superior and Municipal Courts for Work Placements	2,187
Reports to Courts on Referrals:	
Assignment Completion Reports	1,795
Assignment Continuances	<u>652</u>
Total Reports	2,447
Persons Successfully Completing Work Assignments	1,191
Referrals Back to Court: Failure in Assignment	604

COMPARATIVE STATEMENT
Appropriations and Expenditures
Fiscal Year 1977-78

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Under/(Over)</u>
ermanent Salaries	\$1,671,624.00	\$1,614,400.00	\$ 57,224.00
ontractual Services	87,810.00	86,157.00	1,653.00
ontractual Services			
Work Furlough	3,050.00	3,037.00	33.00
use of Employees' Cars	1,200.00	1,031.00	169.00
aint. & Repair Auto Equipment	1,750.00	843.00	907.00
ocal Share - Grants	10,469.00	8,800.00	1,669.00
aterials and Supplies	15,760.00	16,584.00	(824.00)
aterials and Supplies			
Work Furlough	3,350.00	3,274.00	76.00
quipment	4,305.00	4,305.00	.00
mandatory Fringe Benefits:			
Retirement Allowances	298,553.00	218,823.00	79,730.00
Social Security Taxes	88,122.00	65,193.00	22,929.00
Health Services	41,781.00	26,464.00	15,317.00
ransfer to Controller - EDP	<u>27,344.00</u>	<u>38,945.00</u>	<u>(11,601.00)</u>
TOTALS	\$2,255,138.00	\$2,087,856.00	\$167,282.00

STATEMENT OF RECEIPTS AND EXPENDITURES

Fiscal Year 1977-78

APPROPRIATED		\$2,255,138.00
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EXPENDITURES AND ENCUMBRANCES:

Salaries - Permanent	\$1,614,400.00	
Contractual Services	89,194.00	
Use of Employees' Cars	1,031.00	
Maint. & Rep. - Auto Equipment	843.00	
Local Share - Grants	8,800.00	
Materials and Supplies	19,858.00	
Equipment	4,305.00	
Mandatory Fringe Benefits	310,480.00	
EDP	<u>38,945.00</u>	<u>2,087,856.00</u>
UNEXPENDED BALANCE TO GENERAL FUND		\$ 167,282.00

FUNDS COLLECTED:

Restitution	\$ 275,093.00	
Fines	87,292.00	
Probation Costs	521.00	
"		
Work Furlough Collections	<u>77,528.00</u>	
TOTAL FUNDS COLLECTED		\$ 440,434.00

COMPARATIVE STATEMENT

Actual Revenues vs. Estimated Revenues

Fiscal Year 1977-78

	<u>Estimated</u>	<u>Actual</u>	<u>Under/(Over)</u>
Municipal Court Fines	\$155,000.00	\$82,190.00	\$72,810.00
Superior Court Fines	5,000.00	5,101.00	(101.00)
Probation Costs	3,500.00	521.00	2,979.00
Board and Room - Working Prisoners	<u>80,000.00</u>	<u>77,528.00</u>	<u>2,472.00</u>
TOTALS	\$243,500.00	\$165,340.00	\$78,160.00

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San Francisco
Adult Probation Department



1978-1979

DOCUMENTS INDEXED
AND FILED BY COMPUTER

ANNUAL REPORT

1978 - 1979

ANNUAL REPORT
1978 - 1979

CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT

HALL OF JUSTICE
880 BRYANT STREET, ROOM 200
SAN FRANCISCO, CALIFORNIA 94103
PHONE: (415) 553-1704

ARLENE M. SAUSER
CHIEF PROBATION OFFICER

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September 13, 1979

The Honorable Robert W. Merrill
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Merrill:

The Adult Probation Department's annual report for the 1978-79 fiscal year is respectfully submitted in response to state and local requirements. The report provides the opportunity to describe the Department's operations, organizational changes and service improvements made during this period.

The 1978-79 year was again a year of many changes, most significant of which was the resigning of Chief Walter Morse. The final months were under the direction of Acting Chief Joseph Akzam. The Department's traditional functions as well as the special programs both within the Department and those sponsored by the Department are described briefly.

Department personnel has made a concentrated effort to improve services and this effort has been met with strong support from the Courts. Without such support changes in programs and services would have been difficult if not impossible.

Cooperation and support have also been received from the Office of the Mayor, from the Board of Supervisors, and from members of the Board's staff. We are most grateful for this support and cooperation.

In behalf of the Department I wish to thank you personally for the help received from the office of the Presiding Judge of the Superior Court, and Judge Raymond D. Williamson, Jr. for the help received from the office of the Presiding Judge of the Municipal Court.

Respectfully,


Arlene M. Bauer
Chief Adult Probation Officer

AM:hg



ACKNOWLEDGEMENT

In behalf of Walter Morse, Chief Adult Probation Officer until his resignation in April 1979, and Joseph Akzam, Acting Chief Probation Officer for the remaining months of the fiscal year, I wish to extend the Department's thanks and appreciation to the office of the Mayor.

Throughout the year the Mayor's staff provided time, energy, direction and support to the Department. This contributed to the Department's continued growth in providing improved services to the community and increasing its accountability to the public for good probation services.

I therefore acknowledge the Department's indebtedness to Mayor Feinstein and her staff who have a strong commitment to improve City services.

A handwritten signature in black ink, appearing to read "Arlene M. Sauser".

ARLENE M. SAUSER
CHIEF PROBATION OFFICER

ORGANIZATIONAL OVERVIEW, 1978-79

The Grand Jury Reports for the preceding three years have reflected extensive organizational change in the Adult Probation Department. 1978-79 did not have many organizational changes and the main effort was towards realizing the benefits of the prior year changes. Passage of Proposition 13 made it incumbent to concentrate on consolidating past gains and to effectively utilize existing staff allocations and equipment.

Walter Morse resigned April, 1979 as Chief Probation Officer. Joseph Akzam, Senior Supervising Probation Officer, served as Acting Chief Probation Officer until the appointment of Arlene Sauser effective July 1, 1979.

I. Permanent Senior and Supervising Personnel

In August, 1978, ending a hiatus of six years, a civil service list was established for 8440 Probation Officers. This ended the unsatisfactory period when more than 30 probation officers or over 60% of the Department's journeymen officers served as limited tenure employees. This was a factor in morale and the organizational problems of previous years.

Fifteen of the limited tenure 8440's were made permanent and fifteen new employees joined the Department in this capacity.

All of the Department's Senior Probation Officer positions were permanently filled.

All of the Supervisory Probation Officer positions were filled, but since a Civil Service examination has not been held for the two 8435 Senior Supervising Probation Officers, not all the supervisory staff have permanent status in the position they hold.

II. Special Projects

The Adult Probation Department has under its general supervision various programs the courts use as an adjunct to or substitution for supervised probation. These programs provide alternatives to sentencing and detention and they are administratively independent from supervised probation which continues to be the principal function of the Community Services Division.

Several special projects are predominantly or entirely financed by federal funds under IMAA Grants. Currently there are Courts Alternative Project and Trial Diversion in this category.

GRANTS AND TERMINATIONS
of
ADULT PROBATION
Fiscal Year July 1978 to June 1979

	PROBATION GRANTED		CASES REMOVED	
	<u>Super. Court</u>	<u>Muni Court</u>	<u>Super. Court</u>	<u>Muni Court</u>
July 1978	108	114	14	17
August	110	132	10	19
September	107	103	8	19
October	125	163	27	29
November	117	163	25	27
December	71	94	40	46
January 1979	94	142	54	65
February	72	168	56	48
March	87	146	59	84
April	261	253	62	69
May	191	179	108	262
June	<u>221</u>	<u>212</u>	<u>120</u>	<u>185</u>
Totals	<u>1,564</u>	<u>1,869</u>	<u>583</u>	<u>870</u>

Note: This is the count of persons on probation. One person may have two or more concurrent grants of probation.

INVESTIGATION DIVISION

This program has four units, three of which are investigation units whose principal investigations are court ordered presentence reports. Each unit is assigned a supervisor and there are seventeen probation officers and two support clerks handling this function. These officers completed the 2,347 investigations and presentence reports referred from the Superior and Municipal Courts.

The fourth unit, the Court/Intake Unit, is assigned a supervisor, four probation officers and five CETA funded Legal Process Clerks. This unit became operational January 2, 1979.

During the year, the Senior Supervising Probation Officer had overall responsibility for the Investigation Division and unit supervisory responsibility for one of the investigation units.

Investigation services are mandated by California law and court order.

The Intake function involves interviewing probationers referred on summary grants of probation for local misdemeanor offenses for which a presentence report had not been prepared. The unit also is the entry for cases referred from other probation departments in the state and requests for supervision from out of state.

The Court/Intake Unit prepares court reports for cases in which a dismissal is requested and the case has been inactive over one year, and short one page written presentence report as per Penal Code 1203c in which the report is waived because of an individual's ineligibility for probation.

Probation officers assigned to this unit may appear on behalf of the Department in all cases thus eliminating the need for probation officers to represent their own cases, which is time consuming.

The Legal Process Clerks obtain court dispositions, fill out court slips, deliver reports to the Courts, obtain files from the District Attorney as well as deliver copies of reports to them and the Public Defender.

Program Outputs

A. Total investigations, Superior Court	2030
B. Total investigations, Municipal Court	317
C. Drug Diversion Reports (Responsibility for completing these reports was assigned to Community Services effective May 1, 1979.)	179

Staff

Sr. Supervising Probation Officer	(8435) 1
Supervising Probation Officers	(8434) 3
Senior Probation Officers	(8442) 9
Probation Officers	(8440) 12
Legal Process Clerk	(CETA-8106) 5
Support Staff Clerk	(1430) 1
Support Staff Clerk	(CETA-1424) 1
	<u>32</u>

Expenditure Detail

Permanent Salaries	\$489,523
Mandatory Fringe Benefits	127,399
Subtotal	<u>\$616,922*</u>
Other expenses	55,294**
Total	\$672,216

* 29.7% of Department total salaries and benefits

** Prorate 29.7% of Department unallocated expenses.

INVESTIGATIONS BY CHARGE, 1978-79 FISCAL YEAR

Superior Court		Municipal Court	
Charge	Number Referred	Charge	Number Referred
459 PC	408	488-487 PC	48
211 PC	272	470-476 PC	3
666 PC	44	415 PC	2
487 PC	264	2101 CUIC	3
484 PC	32	242 PC	12
475-476-470 PC	48	B&P Code	12
496 PC	196	314.1 PC	12
243 PC	60	272 PC	3
245 PC	260	23102a VC	28
288 PC	4	647b PC	5
288a PC	4	14601 VC	4
261 PC	32	20001-20002a VC	20
447 PC	16	10851-10852 VC	8
285 PC	3	23103 VC	2
286 PC	3	192.3b PC	2
647a PC	4	H&S Code	18
182 PC	16	12025-12031 VC	70
192 PC	36	148 PC	4
192 PC, (Veh.F.)	16	647f PC	16
187 PC, 1 ^o	24	647a PC	4
187 PC, 2 ^o	28	243-245 PC	32
4532 PC	4	417 PC	16
12021 PC	84	Other	35
11350-51 H&S	164		
11352 H&S	216	TOTAL	**359
11357-59 H&S	16		
11376-77-78 H&S	60		
Other Narc.	16		
23101 CVC	12		
20001 CVC	4	11350-51-52	60
10851 CVC	108	11357-11359 H&S	52
12025a-12031a PC	24	11364 H&S, (4143a B&P)	20
Misc. Other	196	11365 H&S	4
		11377 H&S	44
TOTAL	2,674*	11550 H&S	8
		647f PC	36
		TOTAL	224

* There were 2,030 Superior Court presentence investigations which involved 2,674 charges.

** There were 317 Municipal Court presentence and preplea investigations which involved 359 charges.

COMMUNITY SERVICE DIVISION

Probation Supervision

Personnel provide services to persons who are either conditionally diverted from sentencing (P.C. 1000 cases) or who are sentenced to serve a period of probation and placed under the supervision of the probation officer.

Services are provided out of five community service units, each of which are assigned a unit supervisor and approximately seven probation officers.

Four of the five units serve those granted probation who live within four geographic areas of the city.

One of these units, the Community Resources Management Team Unit, is staffed with probation officers who have been trained to identify the primary needs their clients have for services and to obtain these services from community agencies, using a teamwork approach.

A fifth unit serves all persons who live out of the city but who were granted probation by the San Francisco courts.

Community Need for Program

The community's need for this program is primarily social; however, the program is also provided for by state law.

Social Need

Community citizens have a right to protection from the criminal acts of others. Probation supervision exists to provide both community protection from the new criminal acts of persons granted probation by the courts, through the monitoring or surveillance of their conduct in the community, and by assisting them to obtain needed community resources in an effort to prevent the commission of new criminal acts which might otherwise result from unmet needs. Thus, the program provides not only surveillance, or law enforcement kinds of services, but also helping service.

Legal Mandate

These services are provided under Section 1203.10 of the Penal Code, which reads in part as follows:

" . . . If any such person shall be released on probation and committed to the care of the

probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parents' occupation, and condition of such person committed to his care during the term of such probation. . . ."

Program Objectives

1. To protect community citizens and property from the commission of new criminal acts by persons granted probation by the Courts, and to work cooperatively with other agencies toward this end.
2. To insure compliance of court orders by those persons granted probation and to promptly return to court those probationers who appear to be in violation.
3. To counsel and otherwise assist probationers to use employment, training and education and other community resources.
4. To supervise the payment of fines, payable to the General Fund; restitution to victims and/or other required costs.

Program Outputs

A. Total number of probationers 6/30/79,	6,432
B. Average caseload	179
C. Grants of probation	(9 mos)* 4,317
D. Termination/expirations of probation (9 mos)*	3,801
E. Special court reports	(9 mos)* 2,848

*Data gathered in house from 10/1/78 to 6/30/79.

The counts are for grants of probation so do not exactly coincide with the counts in the table, Grants of Probation below.

Staff

Sr. Supervising Probation Officer	(8435)	1
Supervising Probation Officer	(8434)	4
Senior Probation Officer	(8442)	13
Probation Officer	(8440)	16
Probation Officer Trainee	(CETA-8402)	7
	TOTAL	<u>41</u>

Expenditure Detail

Permanent Salaries	\$682,013
Mandatory Fringe Benefits	\$228,655
Subtotal	<u>\$910,668*</u>
Other Expenses	\$ 63,671**
Total	\$974,339

* 34.8% of Department total salaries and benefits.

** Prorate of 34.28% of Department unallocated expenses.

Demographic Analysis
of
Active Probation Grants Under Supervision
As of 7/1/79

Negro Males	3,023	47%
Negro Females	386	6%
White Males	2,571	40%
White Females	129	2%
Oriental Males	130	2%
Oriental Females	32	.5%
Other Males	128	2%
Other Females	<u>33</u>	<u>.5%</u>
TOTAL	6,432	100%

SPECIAL PROJECT: WORK FURLough

This is a 24 hour residential program into which selected County Jail inmates can be moved to allow them sufficient freedom from confinement that they can leave this residence to work and/or participate in educational or vocational training. The program, under contractual agreements with the California State Department of Corrections, and the U.S. Bureau of Prisons also provides these same services for carefully screened state and federal inmates who are given an early work release from a state or federal institution, just prior to their parole release into the San Francisco community. An agreement exists between numerous county Work Furlough Programs for the reciprocal exchange of prisoners, who work and reside in a county other than the one in which the prisoners were sentenced. Security is provided by the Sheriff's Department.

Community Need for Program

The community needs productive citizens who can support themselves and meet their personal and family obligations. The Work Furlough program enables qualified County Jail inmates to remain productive by allowing them to leave confinement, as necessary, for work or for work skill development through education and/or training programs. This program is provided for under Section 1208 of the California Penal Code and under Section 13.60 of the City and County Administrative Code.

Program Objectives

1. To enable persons to work while in custody, and thereby to reimburse the community for part of the cost of their incarceration.
2. To prevent persons from losing jobs as a result of their being sentenced to confinement by the Courts.
3. To enable persons sentenced to jail to continue to earn wages, to support dependents, to pay fines, to make restitution and to pay existing debts and bills.
4. To enable selected persons to continue their education or job skills training while in custody, and thereby to increase their potential for a productive post-release life.

5. To provide these same services (1 through 4 above) to selected work-release inmates from state institutions, at no local cost, so that they can find jobs and establish themselves prior to their being released into the community on parole.

Program Output

A. Applications Processed

Superior Court	311
Municipal Court	154
Total Applications Processed	<u>465</u>

B. Number of Inmates Enrolled

County	184
State	72
Out-of-County	21
Federal	9
Total Active in Program	<u>286</u>

Median Daily Populations	43.6
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Successful Completions	212
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"Escapes" (Walk-Away from Program):

County	3
State	2
Total	<u>5</u>

Removals for Cause	51
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Administrative Removals	6
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Total Removals	<u>57</u>
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C. Program Income to General Fund

a. Inmate Payments	\$48,278.00
b. Collections from State & Federal for Care of State & Federal Inmates	25,392.00
c. Care of Out-of-County Inmates	12,052.00
d. Fines Collected from Inmates	<u>302.00</u>

Total Program Revenue Paid into General Fund	\$86,024.00
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D. Program Collections and Disbursements

a. Inmate Payments through Program to Family Support	\$ 87,382.00
b. Restitution Paid to Victims	980.00
c. Wages Collected from Inmates and Paid for Meals and Expenses	60,044.00
d. Inmate Savings	41,154.00
Total Program Disbursements	\$189,560.00

Staff

Supervising Probation Officer	(8434) 1
Probation Officer	(8440) 1
Transcriber-Typist	(1430) 1
Probation Officer Trainee	(CETA 8402) 1
Total	<u>4</u>

Expenditure Detail

Permanent Salaries	\$51,077
Mandatory Fringe Benefits	12,770
Subtotal	<u>\$63,843*</u>
Direct Budgeted Expenditures	\$18,870
Prorata Department Overhead	5,771**
Total	<u>\$88,484</u>

* 3.1% of Department total salaries and benefits.

** Prorate 3.1% of Department unallocated expense.

Efforts to expand the scale and scope of the Work Furlough Program are underway. If a large enough site is acquired, facilities for women and a prerelease program will be developed.

SPECIAL PROJECT: PROJECT 20

Project 20 is a program to which persons are referred by the Municipal and Superior Courts for community service work assignments with either private or public agencies. Such assignments are accepted voluntarily by the assignees as an alternative to a fine or some other potential penalty a court might impose at the time of sentence. Project 20 clients perform thousands of hours of work for needy public and private agencies.

Program Output

Referrals from Courts:

Traffic Infranctions	1,267
Traffic Misdemeanors	357
Criminal Misdemeanors	359
Felonies	84
Total Referrals	<u>2,067</u>

Hours of community service equivalent: 161,222

Reports to Courts:

Closures	
Successful Completion	1,326 (71%)
Return without Completion	548 (29%)
Continuances	<u>1,008</u>
Total Reports	<u>2,882</u>

Staff

Court Alternative Specialist	(8448) 1
Clerk/Office Manager	(CETA-1424) 1
Staff Aides	(LEAA 1495) (CETA-9998) <u>3</u>
Total	<u>5</u>

Expenditure Detail

Permanent Salaries	\$18,140
Mandatory Fringe Benefits	4,535
Subtotal	<u>\$22,675*</u>
Other Expenses	\$ 2,048**
Total	<u>\$24,723</u>

* 1.1% of Department total salaries and benefits.

** Prorate 1.1% of Department unallocated expenses.

SPECIAL PROJECT: DRINKING DRIVER PROGRAM

Since the inception of the program, January 1, 1978, the personnel assigned to the program have prepared brief background reports which indicated the eligibility of a drunk driving offender for a long-term treatment program. As caseloads increased, supervision duties increased proportionately. Staffing limitations necessitated a court-approved change in screening procedure late in March, 1979.

The Drinking Driver Program staff now screens for program eligibility following sentencing. A person deemed ineligible by law or not desirous of program participation is referred back to court on a motion to modify probation to delete the Drinking Driver Program condition of probation and to impose stayed portions of the sentence, including driver's license suspension. This has resulted in time savings, approximately ten days of probation officer time and three days transcriber time per month.

The treatment component of the program continues to be operated by one private agency which contracts with the City's Bureau of Alcoholism.

Probation's primary role after screening is monitoring the defendant's progress on probation. The Court, the treatment provider, and the Bureau of Alcoholism liaison to the program have all expressed the need of this monitoring function to maintain program credibility. Persons who are rearrested for Drunk Driving and other related offenses, as well as persons not in compliance with program rules, are promptly returned to court for review, modification or revocation. Probation also collects fines and/or restitution to the victim for losses not covered by insurance.

Program Outputs

New Investigations	238
Supervision Additions	448
Denied or Removed Before Program Completed	49
Successful Completions	46

Staff

Senior Probation Officer	(8442) 1
Probation Officer	(8440) 1
Probation Officer Trainee	(CETA 8402) 3
TOTAL	5

Expenditure Detail

Permanent Salaries	\$ 38,184
Mandatory Fringe Benefits	9,546
Subtotal	<u>\$47,730*</u>
Other Expenses	\$ 4,282**
Total	\$52,012

* 2.3% of Department total, salary and benefits.

** Prorata 2.3% of probation unallocated expenses \$4,282.

SPECIAL PROJECT: DRUG DIVERSION

Effective January, 1979, all new drug diversion cases granted pursuant to 1000 Penal Code were combined in one caseload to facilitate ease of services. Caseload services were developed into specific procedures for a Drug Diversion Program since the Mental Health Department's program which had been servicing 1000 PC clients was terminated on December 31, 1978. In February, 1979, the probation officers in Community Services were invited to transfer all active Drug Diversion cases to this caseload for treatment, placement and monitoring. Since April, 1979, the Drug Diversion procedures include the preparation of all Drug Diversion Suitability Reports, Progress Reports, and referral to appropriate community based drug programs. Cooperation has been established with the community drug programs, and on-going contact with the programs has been incorporated into the overall duties of the Drug Diversion Officer.

By centralizing the drug diversion cases into one caseload, the county has been able to submit monthly demographic statistics for the first time to the State Department of Alcohol and Drug Abuse, Division of Drug Abuse. These statistics are used for state planning purposes, with such information now available to this Department.

Program Outputs (See months January - June, 1979)

Cases Accepted for Program	117
Cases Removed from Program	23
Cases Under Supervision, 6/30/79	<u>94</u>
Diversion Denied	12
Reports to Courts	85

Staff

The staff of the Drug Diversion Program consists of a Senior Probation Officer who is responsible for the maintenance of the case load. Program procedures were developed to utilize the services of student volunteers. Since January, 1979, one student, given the title of Volunteer Probation Officer Aide, worked three (3) days per week, eight (8) hours per day under the primary supervision of the Senior Probation Officer. It is anticipated the program will utilize one to three students per year from the Criminal Justice Program of the San Francisco State University. These students will be prescreened and their services as volunteers are geared toward satisfying their field placement requirements.

**FEDERAL FUNDS OF ADULT PROBATION
THROUGH THE MAYOR'S CRIMINAL JUSTICE COUNCIL**

I. PRETRIAL DIVERSION PROJECT

Federal	\$100,900
State	2,550
Local	2,550
Total Project Cost	<u>\$106,900</u>

Project Description

This program is designed to offer to selected misdemeanor offenders coordinated assistance in the areas of vocational training, job placement, educational assistance, personal counseling and public service.

Project Objectives

In concept, the "Diversion" Project is designed to serve the needs of the first offender in order to deter future criminal or disorderly behavior:

1. To divert out of the criminal justice system offenders who seem amenable to and desire a program that can prevent recidivism.
2. To reduce the heavy caseload of the Courts and make the judicial function more meaningful by providing more options for the disposition of cases.
3. To involve community agencies in the criminal justice system, thus developing a comprehensive system of services for offenders by public and private agencies.

Program Outputs

The project served 3,500 people with a success rate of 83% from 7/1/78 through 6/30/79.

II. COURTS ALTERNATIVE PROJECT

Federal, LEAA	\$55,258
State Match	3,076
Local Match	3,070
Total Cost	<u>\$61,398</u>

The Courts Alternative Project was developed to improve coordination between the public and private sector human service programs available to the courts and ex-offenders. In turn, this coordination helps identify areas of need and duplication requiring changes. This project also has CETA funded "screeners" working in the County Jail doing needs assessments of arrestees.

This project's basic goal is to provide for the increased availability and use of community-based human resources as an option to incarceration. To achieve this goal, the Courts Alternative Project is divided into three components.

The Intake Screening Unit provides daily, 24-hour screening coverage for arrestees at the time that they are booked into custody at City Prison. Voluntary interviews are provided to assess the arrestee's human services needs for the purpose of referral to a community-based service program. In addition, procedural questions are answered, O.R. information is transmitted to that project for verification, minimal counseling is provided and advocacy assistance is extended.

Outputs

9,429 arrestees were contacted in the City Prison for human services needs assessments; 5,379 or a total of 57% of these persons were referred for community-based services and/or provided with O.R. assistance.

A Fee-For-Service component, through the use of voucher payment forms, provides temporary emergency food and housing for indigent arrestees upon their release from the City Prison. These persons are also provided with assistance to obtain General Assistance from the Department of Social Services.

Outputs

306 indigent jail releasees were provided with temporary emergency food and lodging upon their release from the City Prison when welfare general assistance and free room and board were not immediately available. This cost \$5,975, or an average expenditure of \$19.53 per client.

The Client Support Unit is housed with the Fee-For-Service program at the project's administrative site, across the street from the Hall of Justice, 32 Boardman Place. Through this unit, two options are pursued for misdemeanor court defendants:

- (1) informal diversion - either community treatment placement or volunteer community service as an alternative to prosecution with the charge(s) held in abeyance and subsequently dismissed upon successful completion.

All cases ineligible for the Pretrial Diversion Project can be evaluated for a diversion option except: (a) gun charges, and (b) unsettled persons in transition, i.e., persons passing through the city who do not have a return residence.

(2) sentencing Alternatives - community treatment placements provided on a post-conviction basis as an option to a jail sentence.

Outputs

630 defendant clients were referred by the Municipal Courts for diversion for prosecution or for sentencing alternative community treatment/assistance placements in lieu of incarceration.

DEPARTMENTAL ADMINISTRATION

This program administers departmental business activities, orders and controls supplies, maintains payrolls and personnel, accounting and budget records.

In addition, this program oversees and administers a wide range of support services that are indispensable to the legally mandated obligations of the Department to the Courts for the Investigative and Community Services functions.

Staff

Sr. Management Assistant	(1844)	1
Accountant	(1650)	1
Account Clerk (Payroll Clerk)	(1630)	1
Legal Counsel	(CETA 9998)	1
Systems Analyst	(CETA 9998)	1
Storekeeper	(CETA 1932)	1
TOTAL		6

FUNCTION: CASHIER'S OFFICE

Description

This unit is functionally an adjunct of the Community Services Program, but is organizationally a staff function under the supervision of the administrative officer.

The personnel assigned to this service unit are responsible for the collection of fines and restitution from persons granted probation or diverted from probation through court process, and for the disbursement of this money to the General Fund, to the state, and to victims of crimes (restitution). Court-ordered collections include:

- a. fines
- b. restitution
- c. probation costs
- d. penalty assessments
- e. costs for the destruction of records.

Community Need for Service

The community needs to receive, from offenders who are able to pay, restitution for losses incurred by the community and individual citizens, costs against the expense of criminal justice services, penalties for illegal behavior, and other legally mandated penalties and charges.

Service Objectives

To collect, using cost effective procedures, and to disburse promptly to designated recipients, all judicially ordered payments within the above categories.

Staff

Senior Account Clerk, Supervisor (1632) 1
Clerk/Typists (1424) 2

Collections and Disbursements

Restitution to Victims of Crimes	\$378,470.51
Probation Costs	875.00
Fines	131,860.95
Penalty Assessments	36,380.79
Total Collections	<u>\$547,578.25</u>
Total into General Fund \$131,860.95	

FUNCTION: RECORDS-RECEPTION

Description

Under the supervision of a Senior Clerk, this section, including a storekeeper, is primarily responsible for duties at the Reception area, telephone switchboards, and the File Room. Clerks receive probationers referred by the Courts and prepare basic documentation for assignment of cases to Investigation and Community Services functions. The section, further, maintains central files, makes use of computerized court information, and is the collection and disbursing area for the extensive paperwork required on each probationer.

Community Need for Services

This section is at the center of departmental operations and is essential to daily administration. It assures smooth initial contact with defendants, attorneys, police, Sheriff's Office, and the general public.

Staff

Supervisor, Sr. Clerk/Typist	(1426)	1
Clerk	(1404)	1
Clerk/Typist	(1424)	2
Clerk/Typist	(CETA 1424)	3
Clerk/Stenographer	(1444)	1
Storekeeper	(CETA 1932)	1
TOTAL	9	

FUNCTION: COURT RESEARCH AND E.D.P. UNIT

Description

This unit performs clerical functions involved with our computer terminals and computer-generated information obtained from the courts, police department, state and federal computer services, and beginning about 10/1/79, our own input transactions, a new system designed during FY 1978-79.

The unit also maintains liaison with: San Francisco Police ID and Planning Departments, as well as the seven-department Data Policy Committee (Municipal and Superior Courts, County Clerk, Sheriff, Police, Public Defender and Adult Probation). The unit supervisor serves as a voting member of the Data Policy Committee.

Program Output

During FY 1978-79 this administrative unit processed 84,000 terminal access procedures as compared with 72,000 for FY 1977-78 (16% increase). The direct cost per transaction is 67 cents based on \$57,000 EDP budget allocation. Of these, there were approximately:

20,000	Pretrial transactions* for the Investigations Section.
7,200	Intake transactions.
600	Out-of-county teletype requests.
13,000	Departmental requests for criminal record printouts.
35,000	Video access transactions by individual probation officers.
2,500	CII and motor vehicle transactions.
300	FBI National Law Enforcement teletypes.
4,800	Pretrial Diversion transactions.
600	Courts Alternative transactions
<hr/> <u>84,000</u>	

*More than one transaction per individual case.

Staff

Systems and Procedures Analyst	(1862LT) 1
Legal Process Clerk	(DETA 8106) 1
Account Clerk	(1630) 1
Clerk/Typist	(1424) 1
Clerk/Typist	(DETA 1424) 2
<hr/> TOTAL	<hr/> 6

FUNCTION: WORD PROCESSING CENTER

Description

This is a central pool that types, for the entire Department presentence reports, other reports and motions to the Courts, letters, memoranda and other documents. Most work is directly transcribed from dictated tapes into word processing media, enabling revisions to be made without retying the entire original jobs.

Community Need for Service

This unit implements the objectives of the Investigation and Community Service functions by presenting the findings and recommendations of the professional staff in the final format. This frees the professional staff from clerical chores of typing their own work.

Program Outputs

Between 2,000 and 3,000 pages are typed each month in final format. About two thirds of these pages are for presentence reports which average ten pages per report. The volume of this work is in direct ratio to the investigations made by the Investigation Division.

Staff

Sr. Transcriber Typist	(1432)	1
Transcriber/Typists	(1430/1444)	8
Total		9

CITY AND COUNTY OF SAN FRANCISCO

REPORT NO. 11

EIN 04-7406799

PAGE 2

APPROPRIATION STATUS REPORT

FISCAL MONTH 12 AS OF 06/24/79

CH/OBJ	DESCRIPTION	CR. RESERVE FOR IND PY EXCL.	REVISED APPROV.	PRESERVES	UNALLOTTED	ALLOTED	EXERCISED	EXERCISE BALANCE	UNEXERC. BALANCE
FGP 01	GENERAL FUND								
FUND 01	GENERAL FUND								
DEPT 11	ADULT CORPORATION								
DIV 01	GENERAL								
SECT 00	GENERAL								
01001	PERM SALARIES-MT 12		1,593,631			1,593,631	1,576,743		4,888
01010	DETINER	12	550	\$50		50,02	45,779	400,009	15,248
01020	PROJ. FUNDING BENE	12		473,792					
01030	IN LITU SICK LEA	12		21,180					
01040	PROJ & SPEC. SCS	12	800						
01050	LOCAL SHAP-GRAN	12		13,064	3	13,061	150		13,051
01060	USE OF EPL CDS	12		1,200	400	600			700
01070	OTHER SERVICES	12	41	50,016	50	50,000	50,000		16
01080	HAT & SUPPLIES	12		23,015	250	22,785	20,136	1,847	1,035
01090	BILAL OF PAPER	12		2,600	1,025	1,575	1,575		0
02000	EQUIPMENT	12		5,564		5,564	5,114	350	40
03013	REAL ESTATE	12	400	3,449		400	391		6
03015	ADULT PROBATION	12					3,479	3,479	
03016	CRIMINAL SHOP	12	200	1,015		1,015	1,015		0
03018	TELETYPE REPAIR	12		4,650		4,650	1,62	3,037	0
03019	COURT ORDER DATA P	12		55,582		55,582	51,126	1,656	1,656
03020	REFUGEE CENTER	12		31,750		31,750	31,750		0
04021	LOCAL PATCH FUND	12		30,110		30,110			30,110
SECTION TOTAL		1,641	2,293,430	650	59,650	2,232,929	2,144,516	13,221	15,164
DIVISION TOTAL		1,641	2,293,430	650	59,650	2,232,929	2,144,516	13,221	15,164

STATEMENT OF RECEIPTS AND EXPENDITURES

Fiscal Year 1978-79

APPROPRIATED	\$2,293,430.00
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EXPENDITURES AND ENCUMBRANCES:

Permanent Salaries	\$1,578,743.00
Mandatory Fringe Benefits	400,509.00
In Lieu Sick Leave	21,140.00
Office Machines, Rental & Maintenance	44,818.00
Materials and Supplies	22,283.00
Controllers Data Processing	55,582.00
Equipment	5,464.00
Unallotted/Reserves	60,500.00
All Other Budget Items	<u>29,202.00</u>
	<u>2,218,241.00</u>

UNEXPENDED BALANCE TO GENERAL FUND	\$ 75,189.00
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FUNDS COLLECTED:

* Restitution	\$ 378,450.00
Fines to City	131,861.00
* Fines to State	36,521.00
Probation Costs	875.00
Work Furlough Collections	<u>86,024.00</u>
	<u>\$ 633,731.00</u>

*Not revenue to City/County.

COMPARATIVE STATEMENT

Changes in Revenues over Last Year

Fiscal Year 1978-79

	<u>1977-78</u>	<u>1978-79</u>	<u>Increase</u>
Municipal Court Fines	\$ 82,190	\$119,744	\$ 37,554
Superior Court Fines	5,101	12,118	7,017
Probation Costs	521	875	354
Board and Room - Work Furlough	<u>77,528</u>	<u>86,024</u>	<u>8,496</u>
TOTAL REVENUE TO CITY AND COUNTY	\$165,340	\$218,761	\$ 53,421
State Fines and Funds	\$ 26,858	\$ 36,521	\$ 9,663
Restitution to Victims	\$275,093	\$378,470	\$103,377

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ANNUAL REPORT
1979 - 1980

CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT

HALL OF JUSTICE
880 Bryant Street, Room 200
San Francisco, California 94103
Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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ARLENE M. SAUSER

CHIEF ADULT PROBATION OFFICER

November 15, 1980

The Honorable Donald B. Constine
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Constine:

In response to state and local requirements, I am pleased to present the Adult Probation Department's 1979-80 fiscal year annual report. The report is intended to provide you and other interested parties with comprehensive, descriptive information regarding the activities of each organizational aspect of the Department's operation during this period.

The information in the report was prepared by the managers of the various departmental functions. The Organizational Overview offers a summary of our most significant organizational changes, and improvements made during the year. These changes and improvements reflect the Department's mission to contribute positively to our clientele while at the same time assuring community safety.

In the aftermath of Proposition 13, the Department, like all government agencies, is facing the problem of diminishing resources while at the same time demands of the profession seem to increase. We have assumed new workloads often without inquiring additional staff, which has required the dedication, cooperation and support of all Department personnel.

I would like to express my appreciation to all my staff for their response to all the demands of the profession, their ethical and personal responsibilities to the law, the courts, the community and the clientele they serve. In addition, my sincere and well appreciation goes to the judges of the Superior and Municipal Courts, the Mayor and her staff, members of the Board of Supervisors, other County, State, Federal and private agencies and involved citizens. Their guidance and support have assisted the Department in its role in regard to the provision of responsible services by the justice system to the citizens of San Francisco.

Sincerely,

ARLENE M. SAUSER, Chief
Adult Probation Officer

ORGANIZATIONAL OVERVIEW 1979-80

During the past year there have been significant accomplishments in both of the Adult Probation Department's major divisions. The greatest changes, however, have occurred in the Community Services Division. Traditional services in this division have included providing the community with protection, enforcing court orders and rehabilitating offenders. In the Investigation Division, the probation officer investigates and prepares presentence reports for the Superior and Municipal Courts.

This past year a very important unit was added - the Intensive Services Unit. The purpose of this unit is to provide close supervision to selected probationers in caseloads not to exceed 50. It is an alternative to State Prison, the target group being non-violent felons. The unit represents the City and County of San Francisco's plan to impact our state commitment rate and, by having such a state approved program, the City has been able to accept \$1,564,501 in AB 90 monies from the State, a portion of which goes to fund this unit.

Emphasis is on substance abuse treatment, job training and employment and, in general, close surveillance. Progress is closely monitored through unit staffings and when cases no longer need these kinds of services, they are transferred out to make room for other appropriate cases. Last count of State commitments for the fiscal year 1979-80 shows we have not exceeded our commitment rate. In the year 1978-79, before having such a unit, we exceeded it by 181.

The APD sponsors the San Francisco Community Services Project which is funded through a LEAA discretionary grant. The two components of this project are a post conviction component and a diversion component. The post conviction component authorizes the use of community service hours in lieu of incarceration for more serious cases. The diversion component also makes use of community service hours as a part of the client's diversion plan. This project got started in late February and to date has received 1,528 referrals. Monetary value of services to the community at a rate of \$3.10 per hour through the month of August has totaled \$244,122.

At the request of the Municipal Court the Department has picked up a new workload; the Domestic Violence Diversion Program which was authorized by 1979 Chapter Law and became effective January 1, 1980. The Probation Officer investigates all Domestic Violence Diversion referrals for eligibility and suitability and reports his/her findings to the Court. If the person is diverted, Probation also monitors the diversion program.

During the 1979-80 fiscal year \$130,729 was transferred to the General Fund from administrative costs collected from inmate's participation in the San Francisco Work Furlough Program. This represented a 51.9% increase over the previous year. Of that amount, \$90,562 resulted from participation by State and Federal inmates.

The San Francisco Adult Probation Department, as administrator of the Men's Work Furlough Program, accommodated placement of the Women's Work Furlough Program in the Work Furlough Center, 930 Bryant Street, in order to resolve the suit pending against the City and County of San Francisco and numerous officials thereof.

Perhaps the most significant Departmental change, which is still in the early development stages, is that of implementing a classification system for our supervision cases. This is a very time consuming process which requires as a part of the first phase, reducing the size of regular caseloads so that they are of a size that allows for classification and supervising according to a plan. The goal is that these caseloads not exceed 150 which is still too high but given staff cutbacks, lower figures aren't realistic. To accomplish this first phase, we have identified cases for and initiated a mail only caseload. With the cooperation of the Court we have begun a CII only caseload and other cases are being returned for modification to court probation or early termination. Various classification systems used in other jurisdictions are being studied and one will be selected for use in San Francisco.

The Department has been selected as a pilot project for Flextime with the use of time accumulators. Although the actual implementation will not occur prior to October, 1980, we are heavily involved in the meeting and planning stages.

The most significant financial savings the Department has realized for this time period has been in the area of salary savings. Last fiscal year's salary savings far exceeded what was required because of delays beyond our control in getting positions filled and this worked a real hardship on the Department. From July 1, 1979 through June 30, 1980, salary savings amounted to \$180,311.

The Pretrial Diversion Project is a program designed to divert from the criminal justice system offenders who seem amenable to community programs which offer a means of deterring future criminal behavior. The sponsorship of this federal grant was transferred from the Adult Probation Department to the Sheriff's Department during March of 1980.

The Courts Alternative Project, another federal grant, was developed July 1, 1978, to provide for the increased availability and use of community-based human resources as an option to incarceration. The Courts Alternative Project was divided into three components: The Intake Screening Unit, the Fee-for-Service component and the Client Support Unit. Funding was withdrawn from this project in January of 1980. During the period July 1, 1979, to January 1, 1980, the Project provided the following services: The Jail Intake Screening Unit contacted 2,594 persons in the City Prison for interviews, with 991 or 38% screened and referred for alternative services, which include referral to one of the diversion/alternative programs in San Francisco. The Client Support Unit provides for temporary provision of food, lodging and inter-city transportation for indigent City Prison releasees, procedural assistance and referral to the Department of Social Services for "General Assistance" substance, human needs assessments and referral for community based services to ameliorate these needs, and casework counseling. A total of 412 new clients was assisted. The Fee-for-Service component provided indigent San Francisco arrestees with temporary, emergency food, housing and inter-city transportation. During this period, 31 persons were assisted at a total of \$548.54, with an average cost of \$17.69 per person.

The Adult Probation Department, by recently hiring three Spanish-speaking, non-civil service probation officers, is approaching total compliance with existing Affirmative Action guidelines. A Senior Supervising Probation Officer has been designated as the Affirmative Action Coordinator for the Adult Probation Department and has recently completed training in that area.

AFFIRMATIVE ACTION
POLICY STATEMENT

Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

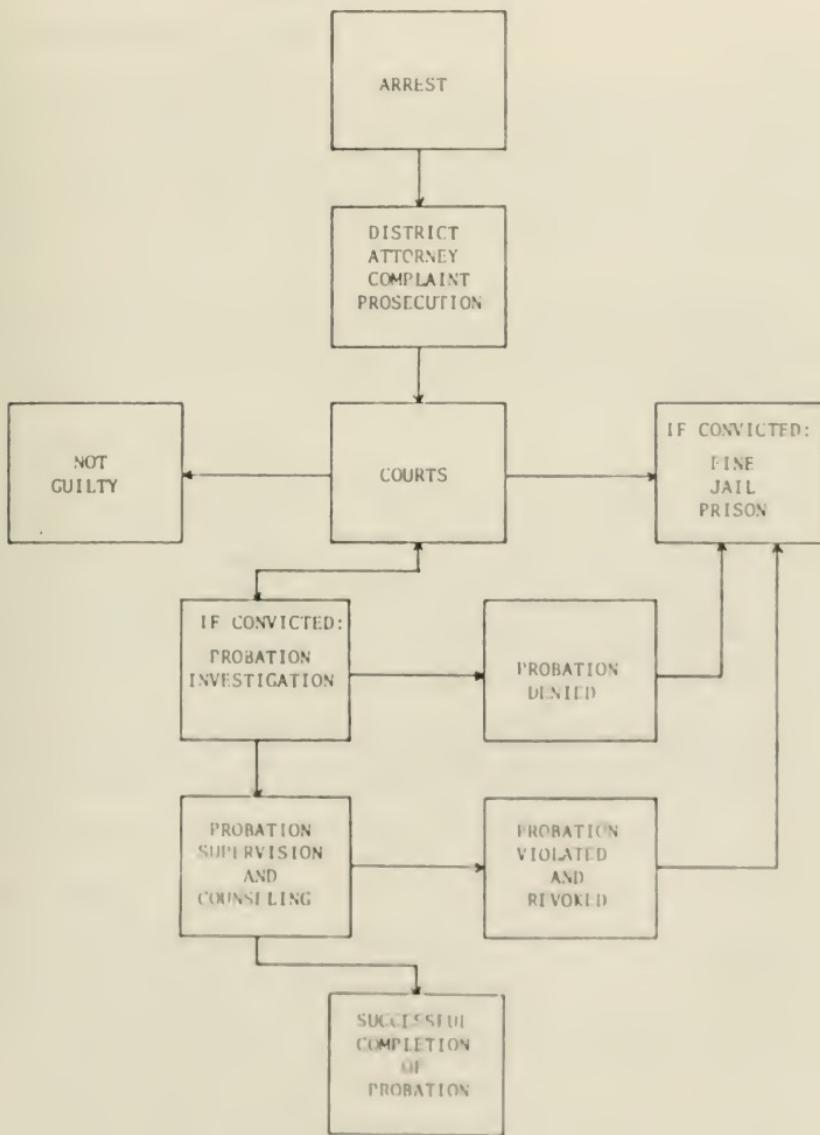
The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. David O. Melton, Senior Supervisor, Community Services Division, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Program.


ARLENE M. SAUSER, Chief
Adult Probation Officer

ADULT PROBATION PROCESS



INVESTIGATION DIVISION

A. The Investigation Units

The Investigation Division has three units of which two are Investigation Units and the remaining unit being the Court Intake Unit. The primary function of the Investigation Units is the preparation of court ordered presentence reports. Each unit is assigned a supervisor, ten probation officers, and two support clerks. These officers completed 2,359 investigations and presentence reports referred from the Superior and Municipal Courts.

During the past year, the Investigation Division has been responsible for establishing and implementing a Domestic Violence Diversion Program (1000.6 P.C.) and development of procedures for obtaining recoupment of legal expenses incurred by defendants using the services of the Public Defender or a court appointed attorney.

B. The Court Intake Unit

The third unit in the Investigation Division, the Court Intake Unit, is assigned a supervisor, four probation officers and four legal process clerks. The Court Intake Unit's functions involve daily court activities such as reviewing court calendars for probation matters, conveying probation reports to court, arranging for placement of probation matters on court calendars, providing CORI (Criminal Offender Record Information) to other County, State and Federal agencies as requested, and handling all referrals from court requiring probation reports.

The Court Intake Unit also handles the Interstate Compact and Inter-County Courtesy Supervision investigations, arrange jurisdictional transfer of cases, and initiate motions for dismissal when probationers successfully complete the period of probation.

Investigation services are mandated by California law and court order.

Program Outputs

A. Total Investigations, Superior Court	2,170
B. Total Investigations, Municipal Court	189
C. Supplemental Reports (CRC & B/W Returns)	216
D. Other Investigations (Court Intake Unit)	
1. Interstate Compact & County Courtesy Supervision	242
2. Failure to Appear (Motion to Court)	106
3. Jurisdictional Transfer of Probation and Legal File (1203.9)	32
4. State Prison Commitment Report (1203(C) P.C.)	66
5. Dismissal/Expungement (1203.4 P.C.)	54

INVESTIGATIONS BY CHARGE, 1979-80 FISCAL YEAR

Superior CourtMunicipal Court

<u>Charge</u>	<u>Number Referred</u>	<u>Charge</u>	<u>Number Referred</u>
459 PC	504	496 PC	18
211 PC	414	594 PC	18
666 PC	51	488-487 PC	24
487 PC	291	470-476 PC	24
484 PC	27	415 PC	0
475-476-470 PC	72	2101 CUIC	3
496 PC	174	242 PC	45
243 PC	30	B&P Code	3
245 PC	276	314.1 PC	3
288 PC	39	272 PC	--
288a PC	24	23102a VC	18
261 PC	48	647b PC	--
285-286 PC	15	14601 VC	3
647a PC	--	20001-20002a VC	12
182 PC	6	10851-10852 VC	3
192 PC	9	23103 VC	3
192 PC, (Veh. F)	6	192.3b PC	3
187 PC, 1 ^o	9	H&S Code	12
187 PC, 2 ^o	24	12025-12031 VC	105
4532 PC	3	148 PC	15
12021 PC	87	647f PC	9
11350-51 H&S	177	647a PC	2
11352 H&S	54	243-245 PC	51
11357-59 H&S	12	417 PC	9
11376-77-78 H&S	135	Other	137
Other Narc.	69	TOTAL	526**
23101 CVC	24		
20001 CVC	3		
10851 CVC	96		
12025a-12031a PC	60		
Misc. Other	345		
TOTAL	3,093*		

* There were 2,170 Superior Court presentence investigations which involved 3,093 charges.

** There were 189 Municipal Court presentence and pre-plea investigations which involved 526 charges.

Drug Diversion

11350-51-52	108
11357-11359 H&S	63
11364 H&S (4143a B&P)	27
11365 H&S	15
11377 H&S	75
11550 H&S	18
647f PC	6
Misc.	33
TOTAL	345

Domestic Violence

273 PC, 242-245 FC	32
--------------------	----

COMMUNITY SERVICE DIVISION

Probation Supervision

Personnel provide services to individuals who are either conditionally diverted from sentencing (P.C. 1000 cases) or who are sentenced to serve a period of probation and placed under the supervision of the Probation Officer.

Services are provided out of five community service units, each of which are assigned a unit supervisor and approximately seven probation officers.

Four of the five units serve those granted probation who live within San Francisco. One of these units, the Community Resources Management Team Unit, is staffed with probation officers who have been trained to identify the primary needs their clients have for services and to obtain these services from community agencies, using a teamwork approach. Another unit, the Intensive Services Unit, supervises felons granted probation in reduced caseloads. The Unit is described separately in this report. Another unit serves all persons who live out of the city but who were granted probation by the San Francisco courts. This Unit also includes the Custody Officer who provides services to individuals serving time in the County Jail as a condition of probation.

Community Need for Program

The community's need for this program is both social and is mandated by State law.

Social Need

Community citizens have a right to protection from the criminal acts of others. Probation supervision exists to provide both community protection from the new criminal acts of persons granted probation by the courts, through the monitoring or surveillance of their conduct in the community and by assisting them to obtain needed community resources in an effort to prevent the commission of new criminal acts which might otherwise result from unmet needs. Thus, the program provides not only surveillance, or law enforcement kinds of services, but also helping services.

Legal Mandate

These services are provided under Section 1203.10 of the Penal Code, which reads in part as follows:

"... If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in

suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parent's occupation, and condition of such person committed to his care during the term of such probation . . ."

Program Objectives

1. To protect community citizens and property from the commission of new criminal acts by persons granted probation by the Courts, and to work cooperatively with other agencies toward this end.
2. To insure compliance of court orders by those persons granted probation and to promptly return to court those probationers who appear to be in violation.
3. To counsel and otherwise assist probationers to use employment, training and education and other community resources.
4. To supervise the payment of fines, payable to the General Fund; restitution to victims and/or other required costs.

Program Output

A. Total number of probationers 6/30/80	6,546
B. Average Caseload	177
C. Grants of Probation	3,546
D. Termination/expirations of probation	3,432
E. Special court reports	3,623

GRANTS AND TERMINATIONS

Fiscal Year July 1979 to June 1980

	PROBATIONERS ADDED		PROBATIONERS REMOVED	
	Super. Court	Muni Court	Super. Court	Muni Court
July	165	190	127	202
August	142	141	65	96
September	123	138	107	157
October	227	141	166	167
November	148	94	139	160
December	120	76	127	121
January	206	130	184	154
February	117	147	79	121
March	160	126	146	130
April	166	206	144	212
May	181	172	166	197
June	<u>196</u>	<u>135</u>	<u>169</u>	<u>197</u>
	1951	1696	1619	1914
Total Superior Court Cases			Total Municipal Court Cases	
7/1/79:	3217		7/1/79:	3215
Total Added:	<u>1951</u>		Total Added:	<u>1696</u>
	<u>5168</u>			<u>4911</u>
Total Removed:	1619		Total Removed:	1914
Total Probationers			Total Probationers	
6/30/80:	3549		6/30/80:	2997

Total Probationer 6/30/80: 6546

This represents a 10% increase in Superior Court probationers, a 7% decrease in Municipal Court Probationers and an overall increase in total probationers of 2% as compared to 7/1/79.

These figures represent the number of persons on probation, one person may have two or more concurrent grants of probation and have been adjusted to reflect inter-unit transfers of cases within the Community Services Division.

COURT ACTIVITY

Fiscal Year July 1979 to June 1980

	<u>Superior Court</u>	<u>Municipal Court</u>
July	137	189
August	162	191
September	121	132
October	129	173
November	121	148
December	105	126
January	125	133
February	128	133
March	126	160
April	156	210
May	136	205
June	<u>157</u>	<u>220</u>
TOTALS	1603	2020
GRAND TOTAL:	<u>3623</u>	

Note: These include pre-sentence reports, supplemental reports, motions to modify or revoke probation, progress reports, motions to terminate early, and motions to dismiss pursuant to Section 1203.4 P.C.

Staff

Sr. Supervising Probation Officer	(8435)	1
Supervising Probation Officer	(8434)	4
Senior Probation Officer	(8442)	1
Probation Officer	(8440)	16
Probation Officer Trainee	(CETA-8402)	3
	TOTAL	37

Expenditure Detail

Permanent Salaries	\$ 872,365
Mandatory Fringe Benefits	252,986
	\$1,125,351

Demographic Analysis
of
Active Probation Grants Under Supervision
1979-1980

Based on analysis of probation granted by Superior and Municipal Courts.

White Males*	2994	45.7%
White Females*	465	7.1%
Black Males	2365	36.1%
Black Females	381	5.9%
Oriental Males	161	2.5%
Oriental Females	19	.3%
Other Males	135	2.1%
Other Females	26	.4%
TOTAL	6446	100%

*Includes males and females of Hispanic origin.

Ethnic identification based on data entered at arrest and shown on computerized report of court disposition.

Intensive Services Unit

On December 10, 1979, a new unit, Intensive Services Unit (ISU) began operation in the Department. The Unit is designed as an alternative to prison for appropriate defendants in nonviolent felony cases. Those defendants selected by the court and through screening by the supervisor, are stabilized in the community by supervision and support service. The Unit has the responsibility for connecting defendants with needed services, particularly substance abuse treatment, job training and employment and for close surveillance of those in the program to insure their compliance. This is accomplished through unannounced home visits and contacts with probationers at their jobs and at training or treatment sites. Progress is closely monitored through Unit staffings.

Program Outputs

Total Cases	304
Revocations	
BW	37
SP	20

Staff

The staff of ISU consists of one (1) supervisor and nine (9) probation officers with caseloads of fifty (50) persons or less. Four (4) officers specialize in finding job training and jobs for probationers. The other five (5) specialize in substance abuse treatment programs. In addition to the regular duties of a probation officer and the surveillance aspect, the officers work closely with community agencies so that they can evaluate them and make proper referrals.

Expenditure Detail

Permanent Salaries	\$62,181
Mandatory Fringe Benefits	8,219
 TOTAL	 \$70,600

Drinking Driver Program

Originally, at the program's inception, the Probation Officers assigned this program screened referrals for eligibility. Increases in the caseload resulted in a change in this procedure and the staff now screens for program eligibility following sentencing.

A person deemed ineligible by law or not desirous of program participation is referred back to court on a motion to modify probation to delete the Drinking Driver Program condition of probation and to impose stayed portions of the sentence, including driver's license suspension. This has resulted in time savings, approximately ten days of probation officer time and three days transcriber time per month.

The treatment component of the program continues to be operated by one private agency which contracts with the City's Bureau of Alcoholism.

Probation's primary role after screening is monitoring the defendant's progress on probation. The Court, the treatment provider, and the Bureau of Alcoholism liaison to the program have all expressed the need of this monitoring function to maintain program credibility. Persons who are rearrested for drunk driving and other related offenses, as well as persons not in compliance with program rules, are promptly returned to court for review, modification or revocation. Probation also collects fines and/or restitution to the victim for losses not covered by insurance.

Program Outputs

7/1/79 Total Clients	361
Supervision Additions	231
Removed Before Program Completed	291
6/30/80 Total Clients	503
Reports to Court	112

Staff

Senior Probation Officer	(8442) 1
Deputy Probation Officer	(8440) 1
Total	2

Expenditure Detail

Permanent Salaries	\$49,511
Mandatory Fringe Benefits	14,350
Total	63,869

Drug Diversion

All drug diversion cases granted pursuant to Section 1000 of the Penal Code, are combined in one caseload. Drug Diversion procedures include the preparation of all Drug Diversion Suitability Reports, Progress Reports and referral to appropriate community based drug programs. Cooperation has been established with these programs and on-going contact with the programs has been incorporated into the overall duties of the Drug Diversion Officer.

Program Outputs

Cases Under Supervision 7/1/79	94
Cases Accepted for Program	167
Cases Removed from Program	167
Cases Under Supervision 6/30/80	94
Reports to Courts	424

Staff

Senior Probation Officer	(8442) 1
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Expenditure Detail

Permanent Salaries	\$25,943
Mandatory Fringe Benefits	7,524
Total	\$33,467

Domestic Violence Diversion Program

Authorized by 1979 Chapter Law and effective January 1, 1980, and at the request of the Municipal Court, the Department has picked up this new workload. The Probation Officer investigates all Domestic Violence Diversion referrals for eligibility and suitability and reports to Court. If diversion is granted, the Probation Officer monitors the divertees diversion program. Failure to complete the program successfully or new arrests result in the divertee being returned to Court. Services were provided to this caseload through June, 1980 by an officer of the Community Resources Management Team. Projections of additions to this workload will lead to the establishment of a separate caseload and the assignment of one Deputy Probation Officer to provide services to these clients in the coming fiscal year. As of June 30, 1980, there were 26 Domestic Diversion cases under supervision.

SPECIAL PROGRAM: WORK FURLough

Prior to passage of the "Cobey Work Furlough" law, [Penal Code Section 1208], in California during 1957, there only existed the basic alternatives of a person convicted of a crime. They could be sentenced to the County Jail or State Prison. There was a limited program of serving weekends at the County Jail, but this was a cumbersome process to administer due to inadequate housing and staff limitations. Another alternative was releasing the convicted person to probation, but probation was not suitable in many cases as it did not provide sufficient control or supervision of those individuals who were unwilling or unable to change their life styles. Confinement, in many cases, meant financial problems for both the inmate and his or her family; problems he or she would eventually have to face upon release from confinement. The result was that community taxes supported the inmate in jail as well as the family on welfare or some other form of public assistance.

Work Furlough has existed in San Francisco since 1967. This is a 24 hour residential program into which selected County Jail inmates can be moved to allow them sufficient freedom from confinement so they can leave this residential setting to work and/or participate in educational or vocational training. The program, under contractual agreements with the California Department of Corrections and the Federal Bureau of Prisons, also provides these same services for carefully screened state and federal inmates who are given an early work release from a state or federal institution immediately prior to their parole into the San Francisco community. Agreements also exist between numerous Bay Area Work Furlough Programs for the reciprocal exchange of prisoners, who work and reside in a county other than the one in which the prisoners were sentenced. These prisoners pay for their own room and board so the reciprocal exchange does not become a burden to the county where the inmate is confined.

During the 1979-1980 fiscal year, \$146,781 in revenue was generated from operation of the program. This represents a \$60,757 or 70.6% increase over the previous fiscal year.

The Adult Probation Department, which administers the Work Furlough Program for men, has accommodated the Sheriff's program for women in the Work Furlough Center, 930 Bryant Street. This was done to resolve a civil suit in Superior Court against numerous county officials for discriminatory practices against female prisoners.

Community Needs for the Program

The community needs productive citizens who can support themselves and meet their personal and family obligations. The

Work Furlough Program enables qualified County Jail inmates to remain productive by allowing them to leave confinement, as necessary, for work or for work skill development through education or vocational training programs. Presently 42 of the 56 counties in California have work furlough programs.

Program Objectives

1. To preclude persons from losing their employment due to confinement imposed by community courts.
2. To enable persons to work while confined and, thereby, to reimburse the community for part of the incarceration cost.
3. To enable persons sentenced to local jails to continue to earn wages, to support dependents, to pay fines, to make restitution to victims of their crimes and to pay existing debts and bills as they come due.
4. To enable selected persons to continue their education or vocational training while in custody and, thereby, to increase their potential for a productive post-release life.
5. To substantially reduce the confinement costs of certain prisoners by their participation in the program.

Program Output

<u>A. Applications Processed</u>	1979-1980	Net Change
Municipal Court	168	
Superior Court	322	
	490	+5.38%
<u>B. Number of Inmates Enrolled</u>		
County	187	
State	106	
Out-of-County	3	
Federal	3	
	299	+4.55%
Median Daily Population	44.97	+3.14%
Successful Completions	199	+6.13%
Walkaways from Program		
County	2	
State	2	
Total Walkaways	4	+40%
Removals for Cause	58	
Administrative Removals	9	
Total Removals	67	+17.5%

<u>C. Program Income to General Fund</u>	1979-80	Net Change
1. Inmate Payments	\$ 72,331	
2. Collections from State and Federal for Care of State and Federal Inmates	61,791	
3. Care of Out-of-County Inmates	12,056	
4. Fines Collected from Inmates	603	
Total Program Revenue	<u>\$146,781</u>	+70.6%

D. Program Collections and Disbursements

1. Inmate Payments through Program to Family Support	\$ 70,168	
2. Restitution Paid to Victims	388	
3. Wages Collected from Inmates and Paid for Meals and Expenses	70,638	
4. Inmate Savings	<u>45,755</u>	
	<u>\$186,949</u>	-1.37%

E. Staff

Supervising Probation Officer	(8434)	1
Senior Probation Officer	(8442)	1
Probation Officer Trainee	(CETA 8402)	1
Transcriber-Typist	(1430)	1
Account Clerk*	(1630)	5
		44

*Utilized on part-time (50%) basis -
Salary carried in APD budget.

F. Expenditure Detail

Permanent	\$ 58,656	
Mandatory Fringe Benefits	14,664	
Subtotal	<u>\$ 73,320</u>	+14.8%
Direct Budgeted Expenditures	11,300	
Prorata Department Overhead	3,447	
	<u>\$ 88,067</u>	+ 9.5%

SPECIAL PROGRAM: PROJECT 20

The activities of Project 20 were augmented this year by a Discretionary Grant awarded to the Adult Probation Department under the name of the San Francisco Community Services Project. This grant contained two (2) basic units to deal with piloting community services assignments as pretrial and post conviction alternatives, respectively. The Post Conviction Unit was to be considered an alternative to incarceration. Daily supervision of the Unit came under Project 20.

Although the grant was awarded in July 1979, staff for the Unit was not implemented until January 1980. For that reason, the statistical breakdown shows Unit activity beginning in the January - March quarter. An exception to this is the Felony referrals which were given clearance for consideration as Unit referrals dating back to the original "implementation" date of the grant, July 1979.

During the period of grant activity, Project 20 interviewing staff will work exclusively on traffic infraction referrals and those referrals otherwise considered not eligible for the Unit.

Owing to a change of personnel in the Traffic Infraction court beginning in June of this year, referrals to Project 20 from that court have declined considerably. This situation is considered temporary. There continues to be a high volume of activity with respect to Project 20 clients, despite the decrease in traffic court referrals. The activity is concerned mainly with court progress reports and placement matters.

Program Output

	Project 20	Post Conviction Unit
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Referrals from Courts:

Traffic Infractions	999	---
Traffic Misdemeanors	200	129
Criminal Misdemeanors	126	194
Felonies	---	94
Totals	1,325	417

Hours of Service Referred	119,671	19,644
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Interviews:

Traffic Infractions	678	---
Traffic Misdemeanors	154	78
Criminal Misdemeanors	86	89
Felonies	12	76
Totals	930	243

Project 20

Post Conviction Unit

Sex of those interviewed:

Female	429	73
Male	501	170

Closeouts:

Successful (Complete all hours or pay fine balance)	859	83
Returned to court, uncompleted	376	43

A variety of one hundred (100) non-profit and tax-payer sponsored community programs participated with the program this fiscal year.

Staff - Project 20

Courts Alternative Specialist II	(8448)	1
Courts Alternative Specialist I	(8446)	1
Public Service Employee	(CETA-9910)	1
Jr. Clerk	(CETA-1402)	1

Staff - Post Conviction Unit

Community Services Representative	(8401)	1
Placement Representative(s)	(8402)	2
Typist/Data Collector	(1435)	1

Expenditure Detail

Permanent Salaries	\$37,454
Mandatory Fringe Benefits	10,864
Total	<u>\$48,316</u>

The entire Post Conviction Unit is staffed by funds from a Federal grant direct from LEAA.

FEDERAL FUNDS IN ADULT PROBATION

THE SAN FRANCISCO COMMUNITY SERVICES PROJECT

Federal	\$314,993
Local	34,999
Total Project Cost	\$349,992

Original Grant Period: 7/1/79-12/31/80

Project Description

This program, funded with discretionary monies by LEAA, is designed to test the applicability of community service restitution as a sentencing alternative or as an alternative to typical criminal justice system processing (diversion). Service to the community and reduction in system costs is contemplated. Rehabilitative opportunities are offered to offenders. The project is comprised of two components - the Pretrial Services Unit and the Post-Conviction Services Unit, an augmentation of Project 20.

The project has an Executive Director and 12 salaried staff in the two components. There are also 3 part-time staff allocated to the different units.

Pretrial Services - Operations

This unit receives criminal misdemeanor clients referred against established eligibility criteria under California Penal Code Section 1001 (Diversion) for mandatory community service at selected placement sites for a minimum 25 hours/client.

By the end of its first eight months of operations, this unit had seen some 938 referrals to its program, with the average length of service ordered 35.6 hours. Success rate for all clients is 84.2% presently.

Psychological and job counseling is made available to these clients. By the end of August, 1980, the Career Specialist had aided 27 individuals in securing employment. A Job Handbook has been prepared.

Post-Conviction Services - Operations

This unit augments the existing practices and procedures of Project 20. Clients are referred to the component for varying hours of community service by the bench. Normally clients are either on departmental or court probation.

This unit sees felony, criminal misdemeanor and traffic misdemeanor referrals. In its first eight months of operation, this unit had 590 referrals, 117 of whom were felony referrals. The average length of service ordered is 117.9 hours/client and the unit enjoys an 82.4% success rate presently.

For further information, see the description of Project 20 operations.

The Project Itself - Overview

The program began after a lengthy delay. In its first eight months of operation, the entire project received 1528 referrals from the court, of whom some 1361 were accepted.

To date the average length of service ordered for all clients is 64.5 hours/client and some 78,749 hours of service at community placement sites has been ordered. A conservative estimate of the value of this service is approximately \$244,000. A success rate for clients is estimated at 83.5% presently.

Furthermore, the project has been, since its inception, committed to a national evaluation of LEAA discretionary grant-funded programs in this area, conducted by the Denver Research Institute. Monthly report forms on all participating clients, at the conclusion of their service, are forwarded to Denver. Similarly, quarterly progress reports to LEAA are mandated. These reports, in addition to monthly statistical reports to LEAA, have all been prepared in an appropriate and timely manner.

The project has requested a Programmatic Extension to conduct its activities through March 1981, after which time the program should be concluded.

FUNCTION: FRIENDS OUTSIDE INSTITUTIONAL
TRANSPORTATION PROJECT

The Adult Probation Department sponsors the Friends Outside Institutional Transportation Project, which is a \$9746 federal grant funded by LEAA.

Through this project, Friends Outside arranges transportation, in a fourteen passenger van, for Bay Area families of men and women in jails and State prisons. Public Transportation for these families are both expensive and extremely time-consuming.

The Institutional Transportation Project increases the number of prisoners who receive visits, maintains regularity of visits and decreases the family's cost of visiting. The Project provides regularly scheduled monthly transportation from San Francisco to Soledad State Prison, Sierra Conservation Camp, Atascadero State Hospital and San Quentin State Prison. In addition, regularly scheduled twice-weekly transportation is provided from San Francisco to the San Francisco County Jails #2 and #4, located in San Bruno, California, at low, or no cost to families of prisoners.

FRIENDS OUTSIDE

INSTITUTIONAL TRANSPORTATION PROJECT

WORK SCHEDULE:

SAN QUENTIN:

San Quentin State Prison
Visiting Hours: 4:45 - 7:30
Day: 4th Tuesday of each month
Leaves: 3:30 pm - Greyhound depot
7th & Mission, S.F.

SOLEDAD:

California Correctional Facility-Central
Visiting Hours: 9:30 am - 2:00 pm
 North: 1:00 pm - 3:30 pm
 South: 9:00 am - 3:00 pm
Days: 2nd Thursday of each month
Leaves: 7:15 am - Greyhound depot
 7th & Mission, S.F.

SIERRA CAMP:

Jamestown
Visiting Hours: 12:00 pm - 3:30 pm
Days: 3rd Thursday of each month
Leaves: 9:00 am - Greyhound depot
7th & Mission, S.F.

SAN LUIS OBISPO:

Atascadero, California Men's Colony
Visiting Hours: 9:00 am - 4:00 pm
Days: 1st Thursday of each month
Leaves: 5:00 am - Greyhound Depot
7th & Mission, S.F.

SAN FRANCISCO COUNTY JAILS, San Bruno

#2 Men's Jail

Visiting Hours: 12:00 pm - 2:30 pm Sat.
10:00 am - 2:30 pm Sun.
Contact Visiting: 9:30 am - 11:15 am Sat.
12:45 am - 2:30 pm Sun.
Leaves: 11:30 am - Saturday
Noon - Sunday

Friends Outside, 140 Church St.
San Francisco, CA; return when
visitors have completed their
visits.

DEPARTMENTAL ADMINISTRATION

This program administers departmental business activities, orders and controls supplies, maintains payrolls and personnel, accounting and budget records.

In addition, this program oversees and administers a wide range of support services that are indispensable to the legally mandated obligations of the Department to the Courts for the Investigative and Community Services functions.

This office has a Sr. Management Assistant (1844), one Accountant (1650), an Account Clerk (1630), and an Asst. Storekeeper (1932-CETA).

The Sr. Management Assistant supervises accounting, payroll and storekeeper functions, prepares requisitions for purchases and maintains the Revolving Fund. In addition, the Management Assistant acts as the Personnel Officer.

The accountant prepares Controllers Journal Entries, Work Orders and accounting records. He also submits accounting data to the Controller according to city accounting requirements.

The account clerk prepares timerolls and maintains personnel records.

The Storekeeper maintains the department auto pool (7 cars), performs manual and routine duties in receiving, storing and issuance of supplies from the storeroom to various department units and maintains supply records.

FUNCTION: CASHIER'S OFFICE

A. Description:

This unit is functionally an adjunct of the Community Services Program, but is organizationally a staff function under the supervision of the administrative officer.

The Cashier's Office is responsible for the collection of fines, restitution and penalty assessments from persons granted probation or diverted from probation by the court process. In addition, this unit is responsible for the disbursement of monies to the General Fund, the State and to victims of crime (restitution).

Collections for the 1979-80 fiscal year totaled \$665,139, which represents a \$117,551, or 21.4% increase over the prior fiscal year.

B. Community Need for Service

The community is able to receive reimbursement from offenders, who are financially able, for losses incurred by the community and individual citizens, costs against the expense of criminal justice services and other legally mandated penalties and charges.

C. Service Objectives

To effectively and efficiently collect and disburse all judicially ordered payments.

D. Staff

Senior Account Clerk	(1632)	1
Clerk-Typists	(1424)	2

E. Collections

1. Restitution:

Restitution to Victims of Crimes	\$487,012
Restitution thru Pretrial Diversion Program	15,830
Restitution thru Courts Alternatives Program	2,444
Restitution to Dept. Social Services re non-support	<u>13,330</u>
Sub-total	\$518,616

2. Probation Costs:

Sub-total	\$ 250
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3. Fines:

Municipal Court	\$103,936
Superior Court	9,049
Penalty Assessments	
Vehicle Code	25,293
Peace Officer's Training	5,218
Health and Safety Code	1,422
Victims Indemnity Fund	<u>1,315</u>
Sub-total	\$146,273

Grand Total Collected for 1979-1980	<u>\$665,139</u>
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Total Collections Transferred to the General Fund	\$113,215
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FUNCTION: RECORDS-RECEPTION

Description

Under the supervision of a Principal Clerk, this section is primarily responsible for duties at the reception area, telephone switchboards and the file room. Clerks receive probationers referred by the Courts and prepare documentation for assignment of cases to Investigation and Community Services functions. The section, further, maintains central files, makes use of computerized court information and is the collection and disbursing area for the extensive paperwork required on each probationer.

Community Need for Services

This section is at the center of departmental operations and is essential to daily administration. It assures smooth initial contact with defendants, attorneys, police, the Courts, Sheriff's Office and the general public.

Staff

Principal Clerk	(1408)	1
Clerk	(1404)	1
Clerk/Typist	(1424)	3
Clerk/Stenographer	(1444)	1
		6

FUNCTION: ELECTRONIC DATA PROCESSING

Description

The Records-Reception unit also performs clerical functions involved with our computer terminals and computer-generated information input by the Courts, the Police Department and State and Federal criminal records.

This is a high volume operation which provides us with the means to obtain data for pre-sentence investigations, daily arrests and innumerable court dispositions and criminal records needed by all sections of our department.

A departmental consultant also maintains liaison with the courts and agencies in the local criminal justice system through membership on the Data Policy Committee which consists of a voting representative from Superior and Municipal Courts, Police, Sheriff, District Attorney, Public Defender, County Clerk and Adult Probation.

Program Output

During fiscal year 1979-80 there were approximately 95,385 terminal-access operations (either batch-printing or manual) which compares with 84,000 for 1977-78 (14% increase). The direct cost per transaction is 64 cents based on 61,121 EDP budget allocations. Of these, there were approximately:

1. Queries of Court History Information (Includes Printer and 3 Video Terminals for Intake, Investigation and Calendar Printing)	40,163*
2. Queries of S.F. Police Department for Criminal History and Incident Reports (approx.)	30,000*
3. Out-of-County & Federal Telegrams	652
4. CII and Motor Vehicle (direct access) (approx.)	3,000
5. Community Service Project	1,570*
6. Batch Printing of individual records by EDP for pre-sentence investigations (approx.)	20,000*
Approximate Total	95,385

* More than one transaction per case handled.

Staff

Systems and Procedures Analyst	(1862)	1
Account Clerk	(1630)	1
Clerk Typists	(1424)	3
		5

FUNCTION: TRANSCRIPTION CENTER

Description

This Department pool types and transcribes correspondence from both the Investigation and Community Services Division of the Department. Although presently a central pool, this center was formerly two typing pools. Transcribed correspondence which is processed here includes presentence, supplemental and progress reports, as well as motions. Typed work copied from typed or handwritten drafts includes letters, memoranda, policies, budgets and forms such as domestic-violence and drug-diversion forms, various motions and requests for continuance, and sometimes includes supplemental or progress reports which have not been dictated.

Most work is directly transcribed from dictated tapes into final format. This frees the professional staff from typing their own work. When text-editors were available, the transcription was stored on tape, enabling revisions to be made without retying the entire original job.

Community Need for Services

This center implements the objectives of the Investigation and Community Service Divisions by producing the findings and recommendations of the professional staff in final format for Court. Without the center, the officers would have to assume the responsibility of typing both their Court and non-Court work themselves.

Program Outputs

This center averages 2,923 final pages per month between July, 1979 and June, 1980, the lowest monthly total being 2,319 pages and the highest being 3,824 pages. The volume of this work is dependant upon the number of investigations made by the Investigation Division and the amount of paperwork generated by the Community Services caseload.

Staff

Transcriber-Typist	(1430)	9
Senior Transcriber-Typist	(1432)	2
Clerk Stenographer	(1444)	1

STATEMENT OF RECEIPTS AND EXPENDITURES

Fiscal Year 1979-80

APPROPRIATED	-	\$2,801,198		
		Allotted	Expended	Unexpended Balance to General Fund
Permanent Salaries		\$1,951,905	\$1,771,593	\$ 180,311
Retroactive Salaries		112,167	112,167	-0-
Mandatory Fringe Benef.		591,622	511,569	80,052
Use of Employees Cars		909	727	181
Other Services		64,575	64,414	159
Materials & Supplies		12,450	11,189	1,260
Court Management Coordin.		3,425	2,937	48
Central Shop		2,983	2,983	-0-
Controller EDP		56,420	56,420	-0-
Reproduction		<u>4,742</u>	<u>4,676</u>	<u>65</u>
Fund Total		\$2,801,198	\$2,538,675	\$ 262,076

FUNDS COLLECTED:

Restitution*	\$518,616
Fines to City	110,897
Fines to State*	33,288
Probation Costs	250
Work Furlough Adm. Costs	<u>130,729</u>
	\$793,780

* Not revenue to the City/County

SALARY SAVINGS REALIZED

Fiscal Year 1979-80

	<u>Salary Savings</u>	<u>Benefits Savings</u>
July	\$ 14,836	\$ 7,285
August	20,196	9,494
September	12,248	6,097
October	10,331	6,243
November	15,449	7,536
December	16,657	8,115
January	14,618	5,300
February	13,489	5,329
March	14,021	5,330
April	15,467	5,791
May	19,534	8,102
June	13,465	5,430
	<u>\$180,311</u>	<u>\$80,052</u>

COMPARATIVE STATEMENT

Changes in Revenue Over Last Year

Fiscal Year 1979-80

	<u>1978-79</u>	<u>1979-80</u>	<u>Increase</u>	<u>Decrease</u>
Municipal Court Fines	\$119,744	\$103,880		\$ 15,844
Superior Court Fines	12,118	7,017		5,101
Probation Costs	875	250		625
Board and Room - Work Furlough	<u>86,024</u>	<u>130,729</u>	<u>44,705</u>	_____
	\$218,761	\$241,876	\$ 44,705	\$ 21,570
TOTAL REVENUE TO CITY AND COUNTY	\$218,761	\$241,876	\$ 21,570	
State Fines and Funds *	\$ 36,521	\$ 33,288		\$ 3,233
Restitution to Victims *	\$378,470	\$518,616	\$140,146	

* Not revenue to the City/County

0-81

San Francisco
Adult Probation Department



ANNUAL REPORT

1980 - 1981

ANNUAL REPORT
1980 - 1981

CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT

HALL OF JUSTICE

880 Bryant Street, Room 200

San Francisco, California 94103

Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT HALL OF JUSTICE



ARLENE M. SAUSER
CHIEF ADULT PROBATION OFFICER

September 15, 1981

The Honorable Morton R. Colvin
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Colvin:

In response to State and Local requirements, I am please to present the Adult Probation Department's 1980-81 fiscal year annual report. The report is intended to provide you and other interested parties with comprehensive, descriptive information regarding the activities of each organizational aspect of the Department's operation during this period.

The Organizational Overview offers a summary of the Department's significant changes and improvements made during the year. These changes and improvements reflect our mission to assure community safety while at the same time striving to contribute positively to our clientele. The Overview is followed by more detailed information of the various Departmental functions as prepared by the managers of those functions.

The year has, in many ways, been a difficult one. The budgetary process offered no relief in terms of our ever increasing workload. As this report indicates, presentence reports have increased 12% over the 1979-80 fiscal year, grants of probation have increased, and we have taken on two new collections - attorney recoupment and cost of probation.

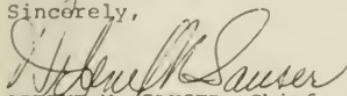
This increase in workload, with no corresponding increase in budget, has forced some changes which could have caused a reduction in quality of service, but, fortunately, with the cooperation of staff, our level of services to the courts, the community and to our clientele has remained relatively stable.

In that we anticipate resources will continue to decline in the immediate future, the 1981-82 year offers even more challenges to both management and staff. We are looking at more efficient ways of doing things and we are involved in some long range planning.

September 15, 1981

In conclusion, I wish to express my appreciation to the Judges of the Superior and Municipal Courts, the Mayor and her staff, the members of the Board of Supervisors, other County, State Federal and private agencies and involved citizens for the guidance and support they have given the Department to assist us in our role to provide responsible service to the citizens of San Francisco. My sincere and warm appreciation also goes to my staff for their response to all the demands of the profession, their ethical and personal responsibilities to the law, the courts, the community and the clientele they serve.

Sincerely,



ARLENE M. SAUSER, Chief
Adult Probation Officer

AMS:po

ORGANIZATIONAL OVERVIEW 1980-81

The Department continued to provide legally mandated services through two major divisions - Investigation and Community Services. The Investigation Division, which provides the Superior and Municipal courts with presentence reports on criminal offenders, prepared a total of 3,375 reports to the courts. This represents an increase of 10% over last fiscal year.

The Community Services Division is responsible for providing supervision of individuals granted probation and enforcing the conditions imposed by the courts. Through efforts to reduce caseloads in order to implement a classification system described below, the total number of probationers was reduced by 3% to 6383 by the end of the fiscal year. In addition to the regular services provided by the division's units, some innovative approaches to supervision have been continued.

The Intensive Services Unit, designed as an alternative to State Prison sentences for non-violent felons, provides close surveillance to selected probationers in caseloads not to exceed 50 per officer. Focusing on substance abuse treatment and job training and placement, the Department was able to provide psychiatric consultation for the unit's staff during the last quarter of the fiscal year. This resource was provided for in the 1981-82 fiscal year in the unit's budget. The unit represents the City and County of San Francisco's plan to impact our State commitment rate and, by having such a State approved program, the City received \$1,697,735 in AB 90 monies from the State, a portion of which went to fund this unit.

Special programs to provide services to selected offenders continued in the areas of Drug Diversion and the Drinking Driver Program, dealing with substance abuse problems, and the Domestic Violence Diversion Program which focuses on family abuse problems.

The Department sponsored San Francisco Community Services Project, funded through an LEAA discretionary grant, concluded it's program at the close of the fiscal year. A pilot project designed as a sentencing alternative to incarceration of offenders by requiring community service of individuals placed in either the diversion or post conviction units, it provided the equivalent of \$328,283 in labor for such City departments as Parks and Recreation, Public Works and Muni. It was extensively used by the courts, most frequently in misdemeanor cases.

The Adult Probation Department's Work Furlough Program transferred \$166,282 to the General Fund from administrative costs collected from inmate's participation in the program. This

represents a 27% increase over the previous year. Of that amount, \$115,707 resulted from participation by State and Federal inmates. The Work Furlough Center, 930 Bryant Street, also housed the Women's Work Furlough Program.

Development of the Department's classification system continued this past year. In order to reduce caseloads to a manageable level, caseloads were audited to identify and transfer suitable cases to a mail only caseload. These individuals report to the Department by mail unless situations arise which require personal contact with a probation officer. Additionally, a "C.I.I." (Criminal Identification and Information) caseload was developed and implemented, with approval of the courts. Probationers ordered into this caseload have no reporting responsibilities, do not require active supervision, and they have no specific conditions of probation which must be met. The case is simply registered with the Department of Justice, who, in turn, notifies the Department of any subsequent arrests, and the arrest information is then reported to the sentencing judge.

A classification system was selected and modified to make it viable for use in San Francisco. A request for technical assistance and training in the modified system was submitted to the National Institute of Corrections. It is anticipated that this request will be approved, training provided, and that the classification system will be implemented during the second quarter of fiscal year 1981-82.

During fiscal year 1980-81, the Department collected a total of \$1,219,130 in restitution, fines, probation costs, attorney fee recoupment, and Work Furlough participation costs. This represents a 54% increase in total collections.

Restitution collections, monies paid directly to the victims of crime, increased from \$518,616 to \$793,573, a 53% jump.

Fines collected were up from \$144,185 to \$256,418, a 78% increase. Of the fines collected, \$179,105 went into the City's General Fund.

The Work Furlough Program, administered by the Chief Adult Probation Officer since it's inception in 1967, collected \$166,282 during fiscal year 1980-81 in costs from program participants. Compared to \$130,729 collected in fiscal year 1979-80, this represents a 27% increase.

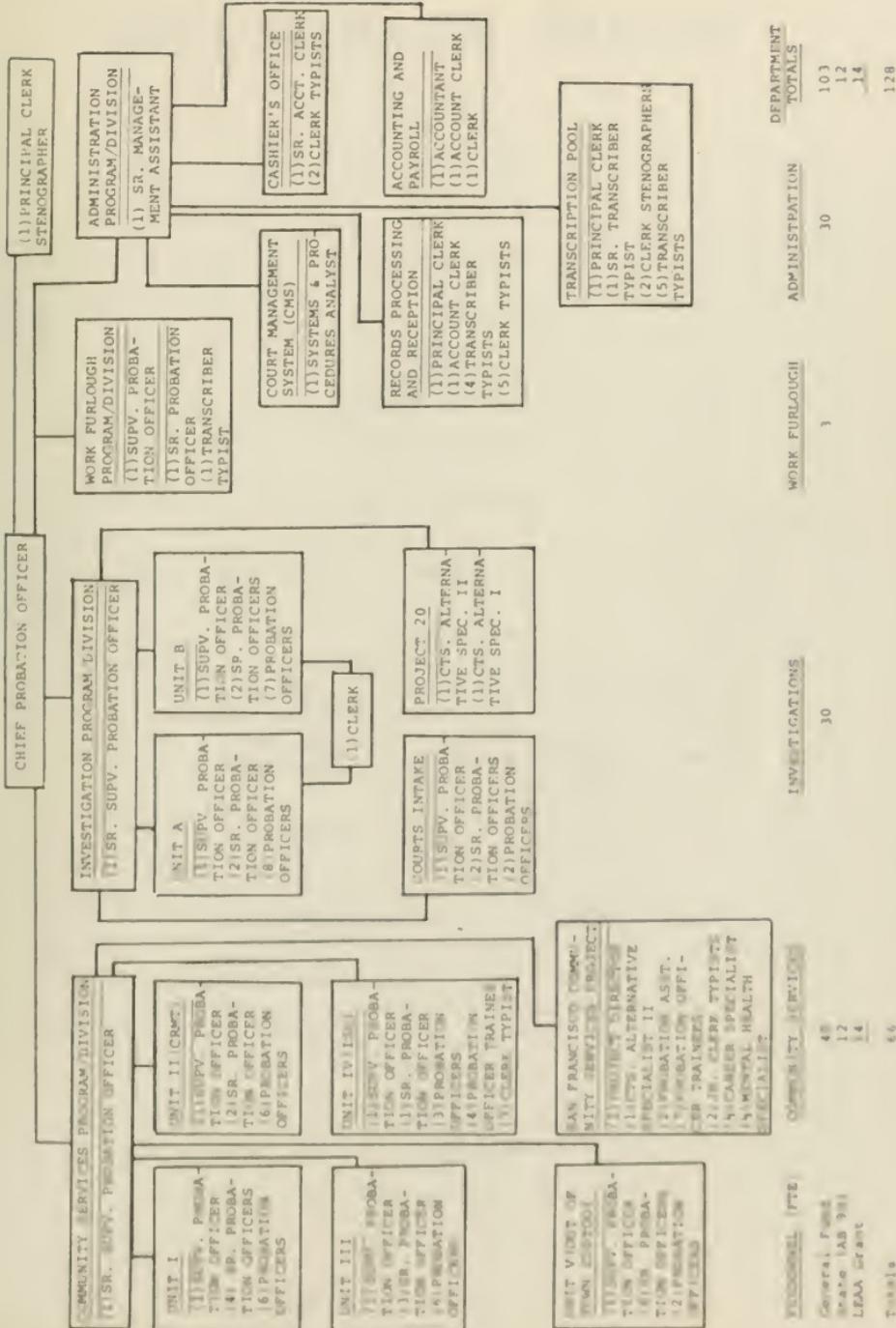
During the year, the Department assumed responsibility for two new collections - attorney recoupment, as authorized by Penal Code Section 987.8 and cost of probation, authorized by Penal Code Section 1203.1b. The latter collection was not added until mid-April so it is too soon to predict the success of this account.

Of all collections by the Department the past fiscal year, \$345,889 was paid into the General Fund. This represents an increase of 47% over fiscal year 1979-80.

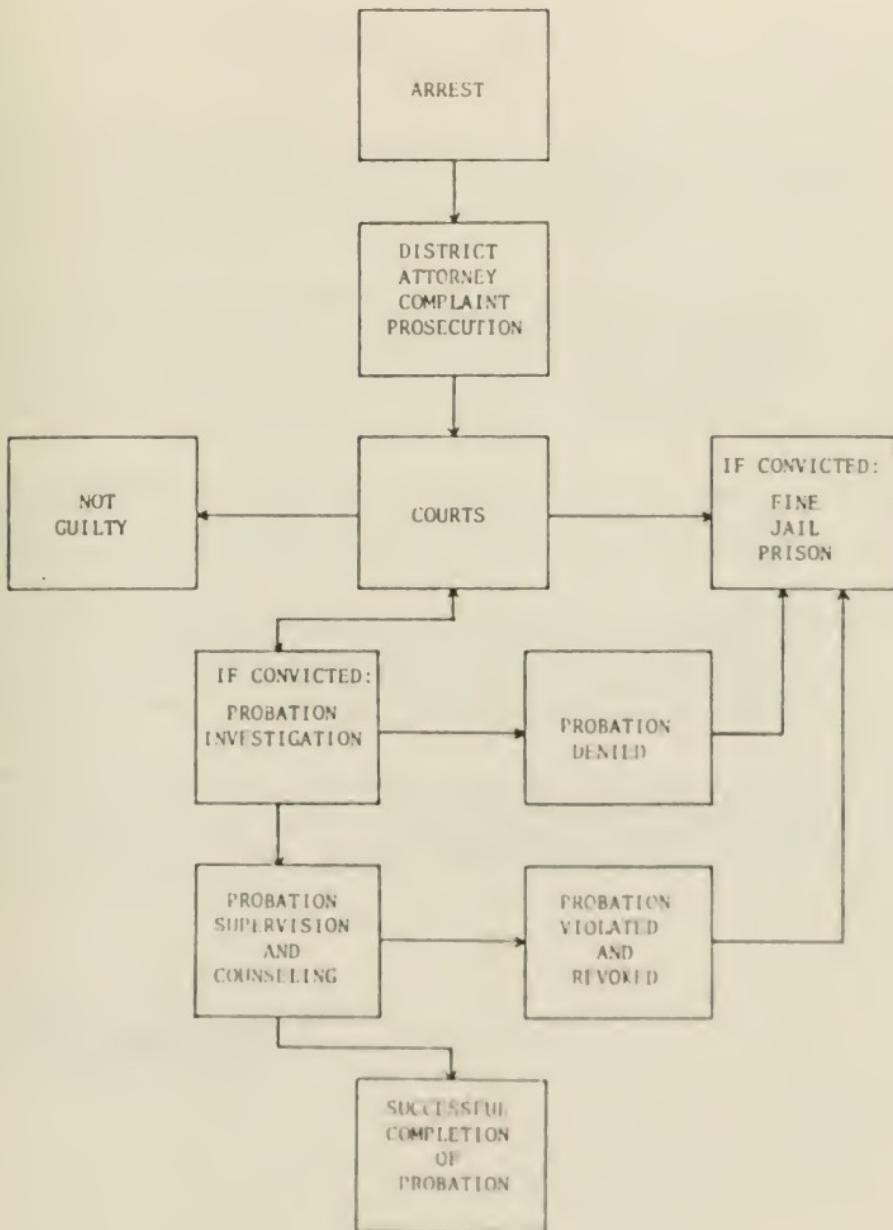
A Flextime pilot program was implemented in the Department in October, 1980. Flextime is a concept which allows employees to redistribute their work hours within limits set by management and the requirements of their jobs. It does not change the total number of hours worked, but does allow each individual greater control over when the hours are worked, provided each employee meets all job requirements and accumulate the required number of work hours. Subsequent experience has shown that it is advantageous to the employees as well as to the Department in that employees have more opportunity to plan their work and personal time and generally enjoy a more relaxed and responsive work atmosphere; at the same time operating efficiency and productivity have been enhanced.

The Adult Probation Department continued its efforts to attain the goal of bringing the Department's work force into parity with the San Francisco labor force during the past fiscal year. Through selective certification, three Spanish-speaking probation officers were hired. The Affirmative Action Coordinator will continue monitoring these efforts and report to the Chief Adult Probation Officer the progress being made.

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ADULT PROBATION PROCESS



AFFIRMATIVE ACTION
POLICY STATEMENT

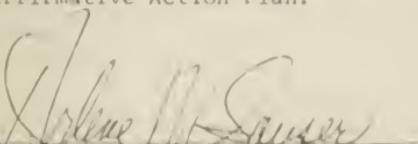
Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. David O. Melton, Supervisor, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.



ARLENE M. SAUSER, Chief
Adult Probation Officer

INVESTIGATION DIVISION

A. Program Description

The Investigation Division is responsible for preparing complete, accurate, objective and timely reports for the Municipal and Superior Courts. It also provides probation officers who represent the Adult Probation Department in court. The Division's reports are of service to the courts, the community and offenders. To the courts they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. To the offenders themselves, the reports offer referrals, when appropriate, for a variety of treatment and other rehabilitative services.

B. Program Structure

The Investigation Division is divided into three parts, consisting of two Investigation Units and one Court Services Unit. The function of the Investigation Units is to investigate and prepare presentence reports. These officers completed 2,893 reports in response to referrals from the Superior and Municipal Courts in 1980 - 1981, an increase of 12% over the previous year. The third unit in the Investigation Division is the Court Services Unit. Since last year the unit has lost four legal process clerks and is thus operating with a sharply reduced staff. Its duties include arranging for the placement of probation matters on court calendars, providing Criminal Offender Record Information to other county, state and federal agencies as requested, handling all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, processing inter-county transfer of cases pursuant to 1203.9 of the Penal Code, and preparing certain brief reports pursuant to Section 1203 and 1203.4 of the Penal Code.

In the coming year, the Department will be reporting under the Program/Performance Budgeting and MPO Program format. Performance will be measured against the goals and objectives enumerated in the Department's MPO Performance Budget for fiscal year 1981-82. For the Investigation Division, these are, first, to see that all probation officers complete 40 hours of training and, second, to reduce from 10% to 5% the number of reports which fail to reach the courts within two working days of sentencing.

Investigation services are mandated by California law and court order.

C. Program Output

1.	Total Investigations, Superior Court	2,262
2.	Total Investigations, Municipal Court	294
3.	Supplemental Reports (CRC, Atascadero, 1203.03 and bench warrant returns)	223
4.	Domestic Violence Diversion Reports	114
5.	Other Investigations (Court Services Unit)	
a.	Interstate Compact and County Courtesy Supervision	260
b.	Cases Processed for Failure to Appear	133
c.	Jurisdictional Transfer of Probation and Legal File	18
d.	State Prison Commitment Reports (1203c PC)	19
e.	Dismissals/Expungements (1203.4 PC)	52

INVESTIGATIONS BY CHARGE, 1980-81 FISCAL YEAR

Superior Court

Municipal Court

<u>Charge</u>	<u>Number Referred</u>	<u>Charge</u>	<u>Number Referred</u>
459 PC	513	496 PC	7
211 PC	454	594 PC	16
666 PC	13	488-487 PC	23
487 PC	199	470-476 PC	5
484 PC	27	415 PC	1
475-476-470 PC	72	2101 CUIC	--
496 PC	202	242 PC	76
243 PC	37	B&P Code	--
245 PC	331	314.1 PC	13
288 PC	36	272 PC	--
288a PC	38	23102a VC	28
261 PC	32	647b PC	7
285-286 PC	7	14601 VC	2
647a PC	10	20001-20002a VC	30
182 PC	5	10851-10852 VC	9
192 PC	15	23103 VC	--
192 PC, (Veh. F)	4	192.3b PC	4
187 PC, 1°	19	H&S Code	3
187 PC, 2°	13	12025-12031 VC	56
4532 PC	4	148 PC	20
12021 PC	101	647f PC	8
11350-51 H&S	156	647a PC	9
11352 H&S	33	243-245 PC	50
11357-59 H&S	53	417 PC	13
11376-77-78 H&S	223	Other	102
Other Narc.	26		
23101 CVC	22	TOTAL	482**
20001 CVC	6		
10851 CVC	64		
12025a-12031a PC	29		
Misc. Other	411		
TOTAL	3,154*		

Drug Diversion

11350-51-52	216
11357-11359 H&S	58
11364 H&S (4143a B&P)	10
11365 H&S	8
11377 H&S	102
11550 H&S	0
647f PC	20
Misc	6
TOTAL	420

Domestic Violence

273 PC, 242-245 PC	16
314.1 PC & Others	20
TOTAL	32

* There were 2,262 Superior Court presentence investigations which involved 3,154 charges.

** There were 294 Municipal Court presentence and pre-plea investigations which involved 482 charges.

D. Staff (Investigation and Court Services Units)

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	3
Senior Probation Officer (8442)	6
Probation Officers (8440)	17
Clerk Typist	1
TOTAL	28

SPECIAL PROGRAM: PROJECT 20

Project 20 is the post conviction community service sentencing option for adults in San Francisco. Through Project 20, those persons who are convicted and referred by judges of the San Francisco Municipal and Superior Courts can contribute their time, energy and manpower in community service to local taxpayer sponsored and non-profit organizations as alternatives to fines, and, in some cases, jail. It is the task of Project 20 to interview, screen and place those referred into community service assignments and to report the results and effect of the service back to the referring court. The program also identifies potential community service assignment locations and provides orientation to those agencies.

Project 20 provides a way for the defendant to "pay back" the community for what has been "taken" in terms of the offense or to remit in a non-monetary way, for payments owed. Over 100 local taxpayer sponsored and non-profit organizations serve as community service assignment locations. The range of community activity covers the spectrum of unskilled through professional and involves such agencies and organizations as parks, libraries, neighborhood houses, day care, recreation and senior centers, life-line services and referral, support and treatment facilities.

During this past fiscal year, Project 20 has been augmented by staff funded from a discretionary grant to the Adult Probation Department from LEAA. This grant was one of eight (8) awarded nation wide and the singular urban project funded. It provided creation of the San Francisco Community Services Project which, in turn, included the Post Conviction Unit which comprised the five (5) additional staff to augment Project 20. The purpose of the Post Conviction Unit was to provide community service assignments as an alternative to incarceration.

Project 20 has for some time received national notice for its pioneering work in community service as a sentencing alternative. The project became noteworthy again this winter when it was selected to serve as the model court referral program in the publication entitled Community Service by Offenders published by the National Institute of Corrections, Washington, D.C.

Program Output

Referrals from Courts:

Traffic Infractions	508
Traffic Misdemeanors	367
Criminal Misdemeanors	260
Felony	83
Totals	1,218

Hours of Service Referred 70,987

Placements

Traffic Infractions	385
Traffic Misdemeanors	301
Criminal Misdemeanors	183
Felonys	83
Totals	<u>952</u>

Sex of those Placed

Female	688
Male	264

Closeouts

Successful	979
Unsuccessful	344

A variety of one hundred (100) non-profit and taxpayer sponsored community programs participated with the program this fiscal year.

Staff - Project 20

Courts Alternative Specialist II (8448)	1
Courts Alternative Specialist I (8446)	1
Public Service Employee (9910-CETA)	1
Jr. Clerk (1402-CETA)	1

COMMUNITY SERVICES DIVISION

A. Program Description

The Community Services Division is responsible for providing services to individuals who are either conditionally diverted from sentencing (1000 P.C. cases) or who are sentenced to a period of probation and placed under the supervision of the Adult Probation Officer.

B. Program Structure

The Community Services Division consists of five service units, each of which are assigned a unit supervisor and approximately seven probation officers.

Four of the five units serve those individuals granted probation who reside in San Francisco. The fifth unit serves persons placed on probation who live outside of San Francisco but were granted probation by the San Francisco courts. This unit also includes the Custody Officer who provides services to individuals confined in the county jail as a condition of probation.

One of the four units, which serve probationers residing in San Francisco, is the Community Resources Management Team. This unit is staffed with probation officers who have been trained to identify the primary needs of their clients and, through a teamwork approach, obtain services from community agencies to meet these needs.

C. Program Objectives

The objectives of the Community Services Division are as follows:

1. To protect the community citizens and property from the commission of new criminal acts by persons granted probation by the courts, and to work cooperatively with other agencies toward this end;
2. To insure compliance with court orders by those persons granted probation and to promptly return to court those probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize employment, training, education and other community resources; and
4. To supervise the payment of fines, payable to the General Fund, restitution to victims and other required costs.

Community Service, otherwise known as probation supervision, is mandated by Penal Code 1203.10 which reads in part as follows:

". . . If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parent's occupation, and condition of such person committed to his care during the term of such probation . . ."

In the coming year the Department will be reporting under the Program/Performance Budgeting and MBO Program format. Performance will be measured against the goals and objectives enumerated in the Department's MBO Performance Budget for fiscal year 1981-82. The Community Services Division has three program objectives for fiscal year 1981-82. The first objective is to increase collections of General Fund revenues from \$130,000 (1980-81 fiscal year) to \$143,000; the second objective is to ensure the state prison commitment rate does not exceed 454; and the final objective is to improve the contacts between the courts and the providers of treatment for Drinking Drivers in order to increase the number and rate of successful participants.

Program Output

Caseload as of 7/1/80	6,546
Grants of probation FY 1980-1981	3,608
Total Caseload FY 1980-1981	10,154
Termination/Expirations FY 1980-1981	3,771
Caseload (net) as of 6/30/81	6,383
Average caseload size (net) 6/30/81*	176
Average caseload size (actual) 6/30/81**	186
Special court reports	4,805

* Does not include ISU where caseloads average 48.25 probationers per officer.

** Calculated by actual number of persons on probation during a given month, rather than the net number of persons under supervision at the end of the month. ISU statistics deleted.

Staff

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	5
Senior Probation Officer (8442)	16
Probation Officer (8440)	23
Probation Officer Trainee (8402)	4
Clerk-Typist (1424)	<u>3</u>
Total	52

GRANTS AND TERMINATIONS

Fiscal Year July 1980 to June 1981

	PROBATIONERS ADDED		PROBATIONERS REMOVED	
	Super. Court	Muni Court	Super. Court	Muni Court
July	140	165	151	102
August	172	141	149	169
September	175	138	154	131
October	148	173	131	196
November	105	128	133	146
December	168	142	139	152
January	158	132	156	157
February	161	173	93	119
March	170	139	163	216
April	134	124	164	185
May	165	140	142	136
June	174	143	174	197
	1870	1738	1749	2022

Total Superior Court Cases

7/1/80:	3549
Total Added:	1870
	5419
Total Removed:	1749
Total Probationers 6/30/81:	3670

Total Municipal Court Cases

7/1/80:	2897
Total Added:	1738
	4335
Total Removed	2022
Total Probationers 6/30/81	2712

Total Probationers 6/30/81: 6381

This represents a 3% increase in Superior Court probationers, a 9% decrease in Municipal Court probationers and an overall decrease in total probationers of 3% compared with 7/1/80.

These figures represent the number of persons on probation. One person may have two or more concurrent grants of probation.

COURT ACTIVITY

Fiscal Year July 1980 to June 1981

	<u>Superior Court</u>	<u>Municipal Court</u>
--	-----------------------	------------------------

July	144	258
August	155	265
September	163	219
October	153	201
November	162	230
December	179	234
January	201	243
February	145	211
March	186	267
April	191	225
May	168	218
June	<u>168</u>	<u>219</u>
TOTALS	2015	2790
GRAND TOTAL:	<u>4805</u>	

Note: These include pre-sentence reports, supplemental reports, motions to modify or revoke probation, progress reports, motions to terminate early, and motions to dismiss pursuant to Section 1203.4 P.C.

The overall total of 4805 court reports reflects a 32.6% increase over the preceding fiscal year, with a 25.7% increase in Superior Court and a 38.1% increase in Municipal Court activities.

DEMOGRAPHIC ANALYSIS
of
Active Probation Grants Under Supervision
1980 - 1981

Based on analysis of probation granted by Superior and Municipal Courts. Ethnic identification is entered by the Police Department at arrest and shown on the computerized report of court dispositions.

White Males*	2822	44.2%
White Females*	453	7.1%
Black Males	2318	36.3%
Black Females	440	6.9%
Oriental Males	153	2.4%
Oriental Females	19	.3%
Other Males	140	2.2%
Other Females	38	.6%
	=====	=====
	6383	100 %

*Includes males and females of Hispanic origin.

Intensive Services Unit

On December 10, 1979, the Intensive Services Unit (ISU) became operational. The Unit is designed as an alternative to prison for appropriate defendants in nonviolent felony cases. Those defendants selected by the court and through screening by the supervisor, are stabilized in the community by supervision and support service. The Unit has the responsibility for connecting defendants with needed services, particularly substance abuse treatment, job training and employment and for close surveillance of those in the program to insure their compliance. This is accomplished through unannounced home visits and contacts with probationers at their jobs and at training or treatment sites. Progress is closely monitored through Unit staffings.

Program Outputs

Cases as of 7/1/80	304
Cases received FY 1980-81	264
Total cases FY 1980-81	568
Cases removed FY 1980-81	182
Caseload effective 7/1/81	386

Revocations

Bench Warrants	64
State Prison Commitments	69
Calif. Rehab Center	2

Staff

The staff of ISU consists of one (1) supervisor and eight (8) probation officers with caseloads of fifty (50) persons or less. Four (4) officers specialize in finding job training and jobs for probationers. The other four (4) specialize in substance abuse treatment programs. In addition to the regular duties of a probation officer and the surveillance aspect, the officers work closely with community agencies so they can evaluate them and make proper referrals.

Drinking Driver Program

Originally, the Probation Officers assigned this program screened referrals for eligibility. However, increases in the caseload resulted in a change in this procedure and the staff now screens for program eligibility following sentencing.

A person deemed ineligible by law or not desirous of program participation is referred back to the court on a motion to modify probation to delete the Drinking Driver condition of probation and to impose stayed portions of the sentence, including driver's license suspension. This has resulted in time savings, approximately ten days of probation officer time and three days transcriber time per month.

The treatment component of the program continues to be operated by one private agency which contracts with the City's Bureau of Alcoholism.

Probation's primary role after screening is monitoring the defendant's progress on probation. The Court, the treatment provider, and the Bureau of Alcoholism liaison to the program have all expressed the need of this monitoring function to maintain program credibility. Persons who are rearrested for drunk driving and other related offenses, as well as persons not in compliance with program rules, are promptly returned to court for review, modification or revocation. Probation also collects fines and/or restitution to the victim for losses not covered by insurance.

Program Outputs

7/1/80 Total Clients	303
Supervision Additions	333
6/30/81 Total Clients	386
Reports to Court	362

Staff

Senior Probation Officer (8442)	1
Deputy Probation Officer (8440)	1
Total	2

Drug Diversion

All drug diversion cases granted pursuant to Section 1000 of the Penal Code, are combined in one caseload. Drug Diversion procedures include the preparation of all Drug Diversion Suitability Reports, Progress Reports and referral to appropriate community based drug programs. Cooperation has been established with these programs and on-going contact with the programs has been incorporated into the overall duties of the Drug Diversion Officer.

Program Outputs

Cases Under Supervision 7/1/80	94
Cases Accepted for Program	227
Cases Removed from Program	251
Cases Under Supervision 6/30/81	70
Reports to Courts	516

Staff

Senior Probation Officer (8442)	1
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Domestic Violence Diversion Program

Authorized by 1979 Chapter Law and effective January 1, 1980, the Department assumed this workload. The Probation Officer investigates all Domestic Violence Diversion referrals for eligibility and suitability and reports to court. If diversion is granted, the Probation Officer monitors the divertees diversion program. Failure to complete the program successfully or new arrests result in the divertee being returned to Court.

Program Output

Cases Under Supervision 7/1/80	26
Cases Received FY 1980-81	104
Total Caseload FY 1980-81	130
Cases Terminated FY 1980-81	88
Cases Under Supervision 6/30/81	42
Reports to the Courts	337

Staff

Probation Officer (8440)	1
--------------------------	---

WORK FURLough

Prior to 1957 a person convicted of a crime and sentenced to serve time in custody could be sentenced to either a county jail facility or to State Prison. There was a limited program of serving weekends at the county jail, but this was a cumbersome process to administer due to inadequate housing and staff limitations. Confinement, in many cases, meant financial problems for both the inmate and his or her family; problems he or she would eventually have to face upon release from confinement. The result was that community taxes supported the inmate in jail as well as the family on welfare or some other form of public assistance.

In 1967 the City & County of San Francisco adopted the 1957 "Cobey Work Furlough Law" (Section 1208 of the Penal Code) and the Chief Adult Probation Officer has administered the program since its inception. It is a 24 hour residential program into which selected county jail inmates can be moved to allow them sufficient freedom from confinement so they can leave this residential setting to work and/or participate in educational or vocational training. The program, under contractual agreements with the California Department of Corrections and the Federal Bureau of Prisons, also provides these same services for carefully screened state and federal inmates who are given an early work release from a state or federal institution immediately prior to their parole into the San Francisco community. Agreements also exist between numerous Bay Area Work Furlough Programs for the reciprocal exchange of prisoners, who work and reside in a county other than the one in which the prisoners were sentenced. These prisoners pay for their own room and board so the reciprocal exchange does not become a burden to the county where the inmate is confined.

During the 1980-81 fiscal year, \$166,283 in revenue was generated from operation of the program. This represents a \$35,554 increase over the previous fiscal year.

The Adult Probation Department has accommodated the Sheriff's program for women into it's Work Furlough Center, 930 Bryant Street. This was done to resolve a civil suit in Superior Court against numerous county officials for discriminatory practices against female prisoners.

In the coming year the Department will be reporting under the Program/Performance Budgeting and MBO Program format. Performance will be measured against the goals and objectives enumerated in the Department's MBO Performance Budget for fiscal year 1981-82. For the Work Furlough Program these are, first, to increase revenues from \$130,000 to \$185,000, second, to provide drug/alcohol abuse counseling to participants as needed, third, to maintain a high utilization rate, and fourth, to increase the successful completion rate of 2%.

Community Need for the Program

The community needs productive citizens who can support themselves and meet their personal and family obligations. The Work Furlough Program enables qualified county jail inmates to remain productive by allowing them to leave confinement, as necessary, for work or for work skill development through education or vocational training programs. Presently 42 of the 56 counties in California have work furlough programs.

Program Objectives

1. To enable persons to work while confined and, thereby, to reimburse the community for part of the incarceration cost.
2. To enable persons sentenced to local jails to continue their employment, to support dependents, to pay fines, to make restitution to victims of their crimes and to pay existing debts and bills as they come due.
3. To enable selected persons to continue their education or vocational training while in custody and, thereby, to increase their potential for a productive post-release life.
4. To substantially reduce the confinement costs of certain prisoners by their participation in the program.

Program Output

Applications Processed

1980-1981

Municipal Court	194
Superior Court	349
	543

Number of Inmates Enrolled

County	198
State	83
Out-of-County	8
Federal	10
	299

Median Daily Population	48.75
Successful Completion	205
Walkaways from Program	
County	9
State	9
Federal	1
Total Walkaways	19
Removals for Cause	74
Administrative Removals	5
	79

<u>Program Income to General Fund</u>	<u>1980-1981</u>
1. Inmate Payments	\$ 43,794
2. Collections from State and Federal for Care of State and Federal Inmates	115,376
3. Care of Out-of-County Inmates	6,391
4. Fines Collected from Inmates	390
 Total Program Revenue	 <u>\$166,282</u>

Program Collections and Disbursements

1. Inmate Payments through Program to Family Support	\$ 55,856.60
2. Restitution Paid to Victims	50.00
3. Wages Collected from Inmates and Paid for Meals and Expenses	57,629.68
4. Inmate Savings	49,483.59
 	 <u>\$163,019.81</u>

Staff

Supervising Probation Officer	(8434) 1
Senior Probation Officer	(8442) 1
Transcriber-Typist	(1430) 1

ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistant heading the program to supervise these support services, prepare the budget and manage the activities described in the functions listed below.

In the coming year, the Department will be reporting under the Program/Performance Budgeting and MBO Program format. Performance will be measured against the goals and objectives enumerated in the Department's MBO Performance Budget for fiscal year 1981-82. These objectives are listed for each of the functions.

Staff

Senior Management Assistant (1844)	1
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FUNCTION: ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining expenditures and budgetary control accounts, preparing payrolls, maintaining personnel records, preparing personnel requisitions, submitting work and purchase orders, controlling supplies and maintaining the Department's auto pool.

The objectives for fiscal year 1981-82 are to furnish status reports on budget accounts the same day they are requested and to prepare personnel requisitions within one day of notice of a vacancy.

Staff

Accountant (1650)	1
Account Clerk (1630)	1
Clerk (1404)	1
Total	3

FUNCTION: CASHIER'S OFFICE

Description

This unit is functionally an adjunct of the Community Services Program, but is organizationally a staff function under the supervision of the administrative officer.

The Cashier's Office is responsible for the collections of fines and penalty assessments, restitution, victim indemnity fund assessments, probation costs, and attorney fee recoupments from persons granted probation or diverted for probation by the courts. In addition, this unit is responsible for the disbursement of these monies to the General Fund, the State and to victims of crimes.

Collections for the 1980-81 fiscal year totaled \$1,040,243, which represents a \$375,104, or 56% increase over the prior fiscal year.

Community Need for Service

The community is able to receive reimbursement from offenders, who are financially able, for losses incurred by the community and individual citizens, costs against the expense of criminal justice services and other legally mandated penalties and charges.

Service Objectives

To effectively and efficiently collect and disburse all judicially ordered payments. The objective for fiscal year 1981-82 is to notify all probationers more than 30 days delinquent in making restitution, fines, penalty and cost of probation payments that their payments are overdue.

Staff

Senior Account Clerk (1632)	1
-----------------------------	---

Clerk-Typists (1424)	2
	<u>3</u>

Collections

Restitution:

Restitution to Victims of Crimes	\$ 747,753
Restitution thru Pretrial Diversion Program	20,392
Restitution to Dept. of Social Services re non-support	14,958
Sub-Total	\$ 783,103

Probation Costs:	Sub-Total	\$ 302
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Fines:

Municipal Court	\$ 114,821
Superior Court	64,284
Penalty Assessments	
Vehicle Code	33,178
Peace Officer's Training	32,034
Health & Safety Code	12,101
Victims Indemnity Fund	220
Sub-Total	256,638

Grand Total Collected for 1980-1981 \$ 1,040,243

Total Collections Transferred to the General Fund \$ 179,607

FUNCTION: RECORDS-RECEPTION

Description

Under the supervision of a Principal Clerk, this section is primarily responsible for duties at the reception area, telephone switchboards and the file room. Clerks receive probationers referred by the courts and prepare documentation for assignment of cases to Investigation and Community Services Units. The section, further, maintains central files, makes use of computerized court information and is the collection and disbursing area for the extensive paperwork required on each probationer.

The unit is necessary for the orderly contact required between the Department and defendants, attorney, police, sheriffs, the courts, and the general public.

The objective for fiscal year 1981-82 for this unit is to process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts.

Staff

Principal Clerk (1408)	1
Account Clerk	1
Clerk-Typist	5
Transcriber-Typist	4
	11

FUNCTION: ELECTRONIC DATA PROCESSING

Description

The Records-Reception unit also performs clerical functions involved with our computer terminals and computer-generated information input by the Courts, the Police Department and State and Federal criminal records.

This is a high volume operation which provides us the means to obtain data for pre-sentence investigations, daily arrests and innumerable court dispositions and criminal records needed by all sections of our Department.

A Departmental consultant also maintains liaison with the courts and agencies in the local criminal justice system through membership on the Data Policy Committee which consists of a voting representative from Superior and Municipal Courts, Police, Sheriff, District Attorney, Public Defender, County Clerk and Adult Probation.

Program Output

During fiscal year 1980-81 there were approximately 97,515 terminal-access operations (either batch printing or manual) which compares with 95,385 for 1979-80 (2% increase). The direct cost per transaction is 68 cents based on our share of the EDP cost allocation for the Court Management System, \$68,854. The following types of transactions were used:

1. Queries of Court History Information (Includes Printer and 3 Video Terminals for Intake, Investigation and Calendar printing)	48,908*
2. Queries of S. F. Police Department computerized records for Criminal History and Incident Reports (approx.)	25,000*
3. Out-of-County and Federal Telegrams	727
4. State CII and Motor Vehicle queries	2,880
5. Batch printing of individual records by EDP for pre-sentence investigations (approx.)	20,000*
Approximate Total	97,515

The objective for fiscal year 1981-82 for this function is to provide criminal record information to the Investigation and Community Services units within two days of receipt of a case referred from the courts.

*More than one transaction per case handled.

Staff

Systems and Procedures Analyst (1862) 1

FUNCTION: TRANSCRIPTION CENTER

Description

This centralized Department pool types and transcribes work from both the Investigation and Community Services Division of the Department. Transcription work which is processed here included presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Most of this work is transcribed directly from dictated tapes into final form.

Community Need for Service

This center implements the objectives of the Investigation, Community, and Administrative Divisions by producing the findings and recommendations of the professional staff in court documents and the administrative reports and correspondence required of the Department.

Program Output

This center averaged 3218 final pages per month during this fiscal year, the lowest total being 2568 pages and the highest being 4268 pages. The volume of this work is dependant on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers staff, and the documents produced by the administrative staff.

The objective for fiscal year 1981-82 for this function is to complete typing of all presentence, supplemental and miscellaneous reports within 15 days of their referral to the Department.

Staff

Principal Clerk (1408) 1

Sr. Transcriber Typist (1432) 1

Clerk Stenographer (1444) 2

Transcriber Typist (1430) $\frac{5}{9}$

STATEMENT OF EXPENDITURES AND FUNDS COLLECTEDFiscal Year 1980-81

APPROPRIATED - \$2,908,400

	<u>Budget</u>	<u>Expended & Encumbered</u>	<u>Balance to General Fund</u>
Permanent Salaries	\$2,157,579	\$2,046,689	\$110,890
In-Lieu of Sick Leave	15,338	15,338	-
Mandatory Fringe Benefits	573,402	483,666	89,736
Other Contractual Services	17,289	15,344	1,945
Use of Employee's Cars	800	784	16
Other Current Services	34,132	31,104	3,028
Materials & Supplies	20,150	19,475	675
Membership Dues	100	100	-
Equipment Purchase	13,023	13,023	-
Adult Probation (CMS)	4,000	4,000	-
Central Shops	2,223	1,922	301
Civil Service	10	-	10
Controller, EDP	65,854	64,210	1,644
Reproduction	4,500	4,225	275
	<u>\$2,908,400</u>	<u>\$2,699,580</u>	<u>\$208,520</u>

COLLECTIONS

Restitution*	\$ 793,573
Fines to City	179,105
Fines to State**	77,313
Work Furlough Participation Costs	166,282
Probation Costs	502
Attorney Fee Recoupment	2,045
Miscellaneous	310
	<u>\$1,219,130</u>

* Restitution payments are forwarded directly to victims.

** State fines are forwarded to the State under provisions of various State Codes.

COMPARATIVE STATEMENT

Change in Revenue Collections

Fiscal Year 1980-81

	<u>1979-80</u>	<u>1980-81</u>	<u>Increase</u>
Municipal Court Fines	\$103,880	\$114,821	\$ 10,941
Superior Court Fines	7,017	64,284	57,267
Board and Room Work Furlough	<u>130,729</u>	<u>166,282</u>	<u>35,553</u>
Totals	\$241,876	\$345,889	\$104,013
 TOTAL REVENUE TO CITY AND COUNTY	\$241,876	\$345,889	\$104,013
State Fines and Funds*	\$ 33,288	\$ 77,313	\$ 44,025
Restitution to Victims**	\$518,616	\$793,573	\$274,957

* State Fines are forwarded to the State under the provisions of various State codes.

** Restitution payments are forwarded directly to victims.

FEDERAL FUNDS IN ADULT PROBATION

THE SAN FRANCISCO COMMUNITY SERVICES PROJECT

Federal	\$314,993
Local	34,999
Total Project Cost	\$349,992

Original Grant Period: 7/1/79 - 12/31/80, extended to 6/30/81

Project Description

In 1979 the City and County of San Francisco, through the Adult Probation Department, was awarded an LEAA discretionary grant to test the applicability of different modes of community service restitution as a sentencing alternative to or a diversion from regular criminal justice system processing.

The project was composed of two components - the Pretrial Services Unit and the Post-Conviction Services Unit, an augmentation of the Departments pre-existing Project 20.

Staffing of the project consisted of an Executive Director, twelve salaried full time staff and two part-time staff in the two units.

Pretrial Services Unit - Operations

This unit received criminal misdemeanor clients referred against established eligibility criteria under California Penal Code Section 1001 (Diversion) for mandatory community service at selected placement sites for a minimum of 25 hours/client.

During the fiscal year, this unit received 1,364 referrals to its program. The average length of community service performed by unit clients was 36.7 hours. The success rate for clients was 85%. The Career Specialist in the unit placed 48 individuals in paying jobs during the year.

Post Conviction Services Unit - Operations

This unit augmented the Department's existing Project 20, working with felony, misdemeanor, and traffic misdemeanor referrals. Clients were referred to the unit for varying hours of community service by the courts. Usually clients were either on departmental or court probation. During the year, the unit had 701 referrals, 83 of whom were felony referrals. The average length of community service performed by unit clients was 96.4 hours. The success rate for clients was 74%.

Project Overview

Despite an initial delay in start-up of the project in 1979, the project, during its existence, received 3,081 referrals from the courts, of whom 2,668 were accepted. A total of 152,230 hours of community service work was performed by project clients for an overall average of 56 hours per clients. A conservative estimate of the dollar value of this service to the City and County of San Francisco is \$505,700. In addition, the project collected cash payments of \$24,030 in restitution for victims. The overall project success rate was 82%.

The project, from it's inception, was committed to a national evaluation of LEAA discretionary grants, conducted by the Denver Research Institute. Monthly statistical reports on all participating clients at the conclusion of their service were forwarded to Denver and quarterly progress reports on the project were forwarded, as mandated, to the Grants Division office of LEAA in Washington, D.C.

This project received active support from both the offices of the District Attorney and Public Defender. As the referral statistics demonstrate, it enjoyed a high level of confidence and use by the courts. Unfortunately, neither Federal nor Local funds were available to continue the project and it's operations terminated June 30, 1981.

Project Output

Client Flow

Clients referred to the Project	2,065
Clients accepted into the Project	1,751

Service Data

Total hours of CSR performed by clients	94,997
Average length of service ordered	57
Monetary value of above workload - an average of \$4 per hour	\$379,988

Client Profile

Number of clients charged with felony offense	82
Number of Clients receiving counselling or other support services	832
Number of female clients	154
Number of clients who are first offenders (No prior convictions as adults)	837
Number of clients referred as an alternative to incarceration or prosecution	1,557

Collections (F/Y 1980-81)

July 1980	\$ 665.00
August 1980	1,290.00
September 1980	1,591.00
October 1980	1,188.00
November 1980	775.00
December 1980	3,746.50
January 1981	783.70
February 1981	1,307.81
March 1981	1,754.00
April 1981	2,929.17
May 1981	2,245.38
June 1981	<u>1,896.71</u>
TOTAL	\$20,172.27

FRIENDS OUTSIDE INSTITUTIONAL TRANSPORATION PROJECT

The Adult Probation Department sponsors the Friends Outside Institutional Transportation Project, which is a \$9746 federal grant funded by LEAA.

Through this project, Friends Outside arranges transportation, in a fourteen passenger van, for Bay Area families of men and women in jails and State prisons. Public Transportation for these families is both expensive and extremely time-consuming.

The Institutional Transportation Project increases the number of prisoners who receive visits, maintains regularity of visits and decreases the family's cost of visiting. The Project provides regularly scheduled monthly transportation from San Francisco to Soledad State Prison, Sierra Conservation Camp, Atascadero State Hospital and San Quentin State Prison. In addition, regularly scheduled twice-weekly transportation is provided from San Francisco to the San Francisco County Jails #2 and #4, located in San Bruno, California at low, or no cost to families of prisoners. Additionally, transportation is provided on an emergency basis to families anywhere for visits to various Northern California institutions.

FRIENDS OUTSIDE INSTITUTIONAL TRANSPORTATION PROJECT

WORK SCHEDULE:

SAN QUENTIN:

San Quentin State Prison
Visiting Hours: 4:45 - 7:30
Days: 2nd & 4th Tuesday of each month
Leaves: 3:30 pm - Greyhound depot
7th & Mission, S.F.

SOLEDAD:

California Correctional Facility-Central
Visiting Hours: 9:30 am - 2:00 pm
North: 1:00 am - 3:30 pm
South: 9:00 am - 3:00 pm
Days: 2nd Thursday of each month
Leaves: 7:15 am - Greyhound depot
7th & Mission, S.F.

SIERRA CAMP:

Jamestown
Visiting Hours: 12:00 pm - 3:30 pm
Days: 3rd Thursday of each month
Leaves: 9:00 am - Greyhound depot
7th & Mission, S.F.

SAN LUIS OBISPO:

Atascadero, California Men's Colony
Visiting Hours: 9:00 am - 4:00 pm
Days: 1st Thursday of each month
Leaves: 5:00 am - Greyhound depot
7th & Mission, S.F.

SAN FRANCISCO COUNTY JAILS, San Bruno

#2 Men's Jail

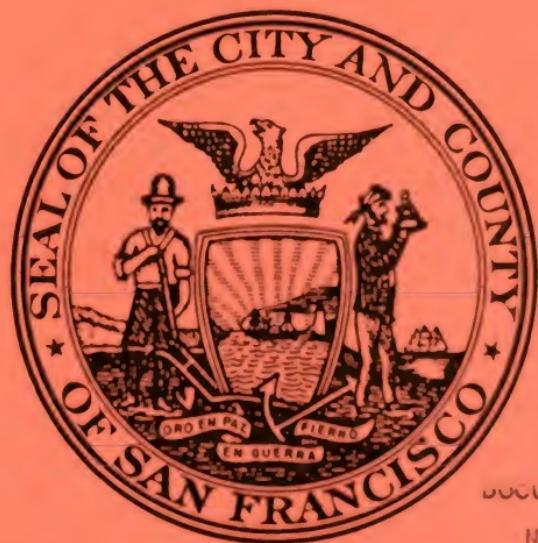
Visiting Hours: 12:00 pm - 2:30 pm Sat.
10:00 am - 2:30 pm Sun.

#4 Women's Jail

Contact Visiting: 9:30 am - 11:15 am Sat.
12:45 pm - 2:30 pm Sun.

Leaves: 10:30 am - Saturday
8:30 am - Sunday
Friends Outside, 140 Church St.
San Francisco, CA; returns when
visitors have completed their
visits.

San Francisco
Adult Probation Department



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CITY AND COUNTY OF SAN FRANCISCO

ADULT PROBATION DEPARTMENT

HALL OF JUSTICE

880 Bryant Street, Room 200
San Francisco, California 94102
Phone: (415) 553-1704

ARLINE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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ARLENE M. SAUSER
CHIEF ADULT PROBATION OFFICER

October 15, 1982

The Honorable Ira A. Brown
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Brown:

The Adult Probation Department Annual Report for fiscal year 1981-1982 is submitted in accordance with local requirements. It is intended to provide you and other interested parties with an overview of the functions and activities in each of the major programs of the Department during this period.

The information in the report was prepared by the program managers of the various departmental functions. The Organization Overview offers a summary of our most significant improvements and organizational changes. These changes and improvements reflect the Department's commitment to assure maximum community safety while at the same time contributing positively to our offender clientele. This is indeed a challenge, considering the size of our workload, particularly in supervision, at a time when resources are steadily declining. Staff is meeting this challenge, however, in many ways, perhaps the most significant of which is the implementation of a case classification system which is assisting us in placing our time and efforts with those offenders who pose the greatest risks and/or have the highest needs.

Although numbers of cases under supervision have remained fairly constant, presentence referrals from the Superior and Municipal Courts have increased by 7.7% with the greatest increase being in domestic violence diversion referrals. The Department has been working with the Municipal Courts, other criminal justice agencies and interested people through the Justice Planning Committee to develop guidelines and a strong probation program for this category of offenders and their victims. This type of planning and working together is a forecast for the coming year in developing other meaningful programs.

I take this opportunity to express my appreciation to the Judges of the Superior and Municipal Courts, the Mayor and her staff, the members of the Board of Supervisors, other County, State,

October 15, 1982

Federal and private agencies, and involved citizens for the guidance and support they have given the Department to assist us in our role to provide responsible services to the citizens of San Francisco. My sincere and warm appreciation also goes to my staff for their response to all the demands of the profession, their ethical and personnal responsibilities to the law, the courts, the community and to the clientele they serve.

Sincerely,

Arlene M. Sauser
ARLENE M. SAUSER, Chief
Adult Probation Officer

AMS:po

ORGANIZATIONAL OVERVIEW 1981-1982

Beginning in this fiscal year, the Adult Probation Department is under program/performance budgeting. The programs reporting are Community Services, Investigation and Administration. Performance in each program was measured against specific objectives for the year; both the objectives and measures were assessed during the year and, in some cases, changes have been instituted for 1982-83.

The Community Services program is responsible for providing supervision of individuals granted probation and enforcing the conditions of probation imposed by the courts. The total number of probationers under this program at the end of the fiscal year was 6354.

The case classification system, which was developed in 1980-81, is being implemented and will be fully in place by the end of 1982-83, enabling the Department to classify the caseload by risk and need, resulting in better assignment of resources to workload.

The mail only caseload, for probationers to report by mail, and the CII (Criminal Identification and Information) caseload, for probationers with no reporting responsibilities, both continue to reduce the more active caseloads and allow for the implementation of the classification system.

Within the Community Services division, special programs provide services to selected offenders as needed: Drug Diversion, Drinking Driver Program, Domestic Violence Diversion and Sexual Trauma Program (incest).

The Intensive Services Unit, designed as an alternative to State Prison sentences for non-violent felons, is also within the Community Services division. The probation officers assigned to this unit supervise reduced caseloads not exceeding 50 probationers, focusing on substance abuse treatment, job training and employment. The unit is funded through the State of California and in 1981-82 had a budget of \$308,208.

During the first quarter of 1981-82, the Work Furlough Program was transferred administratively to the Sheriff's Department. Final transfer of fiscal operations took place at the end of the year.

The Investigation Division provides the Superior and Municipal courts with presentence reports on criminal offenders. This year 2788 such reports plus 110 supplemental reports were provided. Besides the Investigation units, this division provides representation for the Adult Probation Department in the courts.

Two special service units are part of the Investigation Division: Project 20 and the Public Service Program. Project 20 is a post conviction sentencing alternative program, providing community services by sentenced offenders as an alternative to fines or jail sentence. In 1981-82, this program provided 90,144 hours of community service. The Public Service program was started in February of 1982, replacing the Community Services Project which was closed when LEAA funding was withdrawn. This project, like Project 20, has a staff of two, provided as temporary personnel in the City budget. The Public Service project places diverted offenders at City and County of San Francisco worksites. In the first five months of operation, 6935 hours of such public service were performed.

The Department training officer also is supervised in the Investigation Division. State of California funding, through SB 924, has provided 200 hours of initial training to new probation officers and 40 hours/year of ongoing training to all officers during 1981-82.

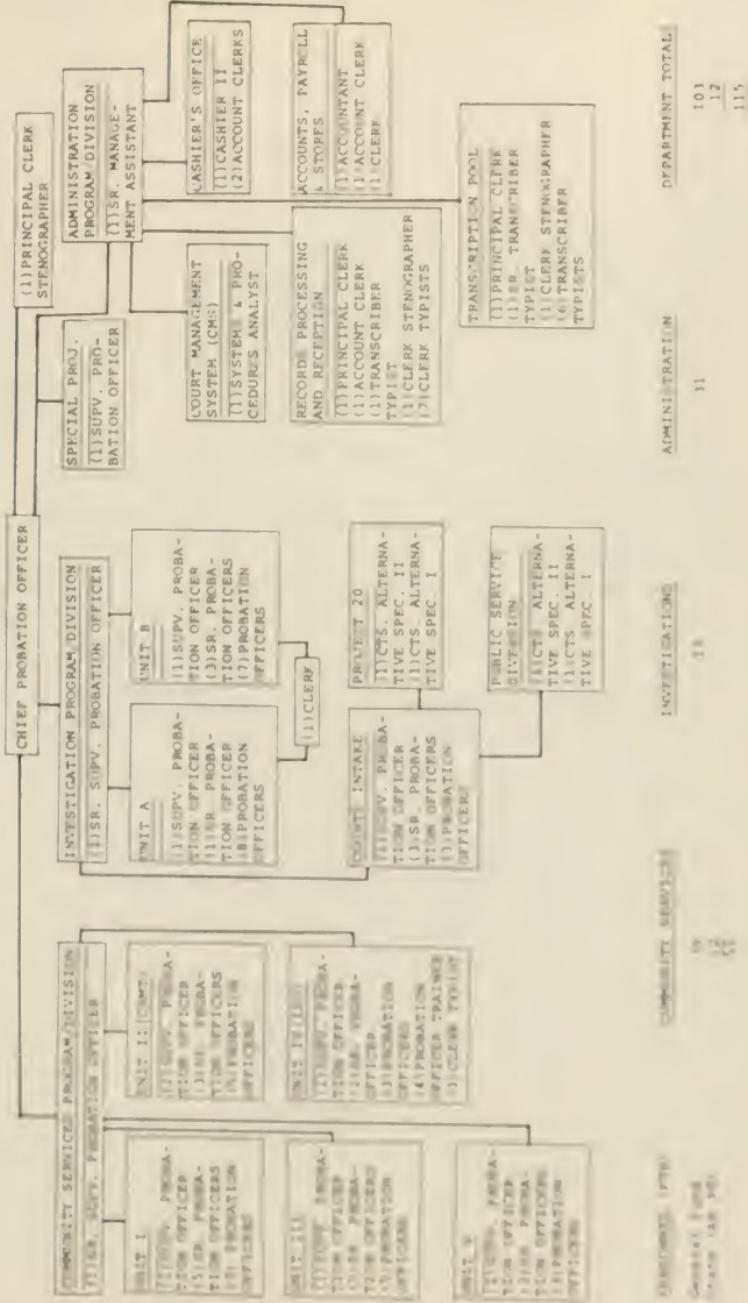
The Administrative Division provides clerical, personnel and fiscal support services to the other two divisions. In 1981-82, clerical support helped the Investigation Division reduce the percentage of late reports to court from an estimated 10% in 1980-81 to 7%. The Cashier's Office collected a total of \$731,685 in fines, assessments and restitution this year, of which \$191,494 was revenue to the City general fund. This year authorization was obtained from the courts and the Board of Supervisors to collect an additional fee in 1982-83 for the administrative cost of collecting and disbursing restitution. It is anticipated that this will increase the annual general fund revenue by \$15,000.

The Electronic Data Processing function is providing local, State and Federal criminal records and information to probation officers. This year a computerized central index was under discussion and will be developed in 1982-83.

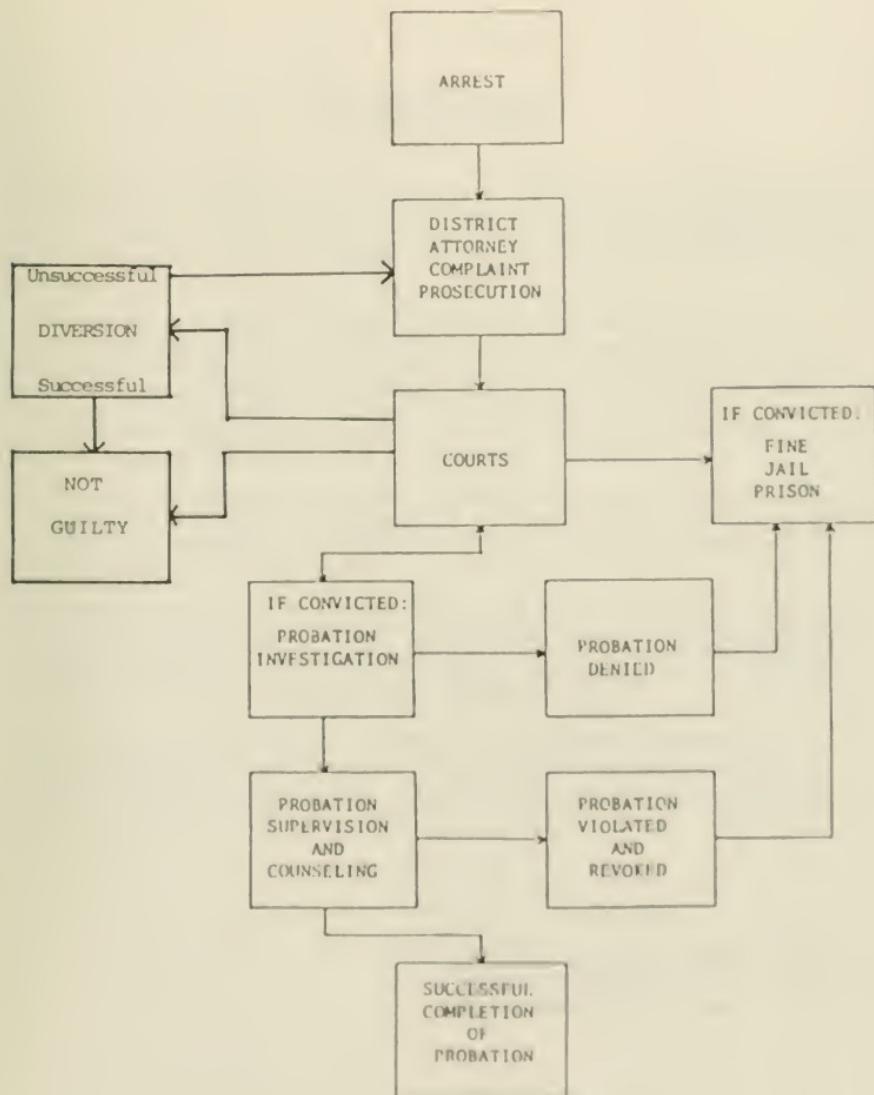
SAN FRANCISCO ADULT PROBATION DEPARTMENT
TABLE OF ORGANIZATION

1981-1982

TABLE OF ORGANIZATION



ADULT PROBATION PROCESS



AFFIRMATIVE ACTION
POLICY STATEMENT

Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. David O. Melton, Supervisor, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.



ALFRED M. FAUBER, Chief
Adult Probation Officer

INVESTIGATION DIVISION

A. Program Description

The Investigation Division has the responsibility for preparing complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. To the offenders themselves, the reports offer referrals, when appropriate, for a variety of treatment and other rehabilitative services. Victims are provided an opportunity to include a written or oral statement in reports with regard to the impact of the offense on their life.

B. Program Structure

The Investigation Division is divided into three parts, consisting of two Investigation Units and one Court Services Unit. The function of the Investigation Units is to investigate and prepare presentence reports. These officers completed 2788 reports in response to referrals from the Superior and Municipal Court in 1981-1982. In addition, there were 130 Supplemental Reports completed for the Superior and Municipal Courts. This involved a total of 3576 offenses. The third unit provides probation officers who represent the Adult Probation Department in the courts. Its duties include arranging for the placement of probation matters on court calendars, providing Criminal Offender Record Information to other county, State and Federal agencies as requested, handling all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, processing inter-county transfer of cases pursuant to 1203.9 of the Penal Code, preparing certain brief reports pursuant to Section 1203.4 of the Penal Code, processing daily felony arrests and CJI Records of Dispositions and Commission of Other Offenses.

C. Program Objectives

During this past fiscal year, the Investigation Division's MBO (Management by Objectives) performance in the two objectives exceeded their goals. The first was to require 95% of all the Probation Officers complete 48 hours of training. This was accomplished with 100% of the officers completing their training. The second objective was to reduce from 308 to 54 the number of reports

which fail to reach the courts two or more working days before sentencing. This goal was exceeded and reduced to 3%.

Investigative Services are mandated by California law and court order.

D. Program Output

Totals

1. Total Investigations, Superior Court	2301
2. Total Investigations, Municipal Court	274
3. Supplemental Reports (CRC, Atascadero, 1203.03 and bench warrant returns)	130
4. Domestic Violence Diversion Reports	197
5. Other Investigations	8
6. Court Services Unit	
a. Courtesy Supervision Requests Processed	88
b. Interstate Compact Requests Processed	98
c. Jurisdictional Transfer of Probation and Legal File for period 10/81 to 7/82 Incoming - 13; Outgoing - 21	34
d. Courtesy Investigations	13
e. Dismissals/Expungements (1203.4)	40

The breakdown of Investigations by charge is on the following pages.

E. Staff

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	3
Senior Probation Officer (8442)	5
Probation Officer (8440)	17
Clerk Typist	1
Total	27

FELONIESPenal Code

187 PC 1 ^o & 2 ^o	48
187 PC (664 PC-ATT.)	2
192 PC	45
207 PC	19
211 PC	333
211 PC (664 PC-ATT.)	41
236 PC	31
243 PC	16
245 PC	278
261 PC	41
273 PC	25
288 PC	69
459 PC 1 ^o & 2 ^o	489
459 PC (664 PC ATT.)	47
470 PC; 475 PC; 476 PC	87
484 PC	24
487 PC	254
496 PC	164
666 PC	27
12020 PC	17
12021 PC	68
12025 PC; 12031 PC	39
Misc. PC Violations	151
	2315

Vehicle Code

10851 VC	77
23153 VC	19
Misc. VC Violations	12
	108
<u>Health & Safety Code</u>	
11350 H&S; 11351 H&S	145
11352 H&S	69
11357; 11358; 11359 H&S	32
11376 H&S thru 11379 H&S	155
Misc. H&S Violations	21
	422

Welfare & Institutions Code

Misc. W&I Violations	7
TOTAL FELONY VIOLATIONS -	2852

There were 2,301 referrals from Superior Court which involved 2,852 offenses.

MISDEMEANORSPenal Code

148 PC	18
242 PC	59
243 PC; 245 PC	43
459 PC	18
487 PC; 488 PC	24
12025 PC; 12031 PC	11
Misc. PC Violations	122
	315

Vehicle Code

20001 VC; 20002 VC	18
23152 VC	35
Misc. VC Violations	41
	94
TOTAL MISDEMEANOR VIOLATIONS	439

There were 274 referrals from Municipal Court which involved 439 offenses.

Bus. & Prof. Code; Health & Safety Code; Welfare & Institutions Code

Misc. Violations 30

DRUG DIVERSION

Number of Referrals

July 1981	52	January 1982	62
August 1981	80	February 1982	42
September 1981	54	March 1982	60
October 1981	69	April 1982	59
November 1981	57	May 1982	53
December 1981	<u>67</u>	June 1982	<u>62</u>
	<u>379</u>		<u>338</u>

Total number of referrals - 717

Charges Referred

<u>Health & Safety Code</u>	<u>Penal Code</u>	
11350 H&S	301	647(f) PC
11357 H&S	165	
11360 H&S	15	
11377 H&S	300	<u>Business & Professions Code</u>
11550 H&S	24	
Misc. H&S Violations	<u>49</u>	4143a B&P
	<u>854</u>	65

Total Violations - 984

DOMESTIC VIOLENCE

Charges Referred (All Penal Code)

148 PC	14	
240 PC	4	
242 PC	158	
243 PC	3	There were 197 referrals from
245 PC	16	Municipal Court for Domestic
273.5 PC	18	Violence Diversion reports which
415 PC	14	involved 276 offenses.
417 PC	6	
594 PC	25	
602(e) PC	12	
547(f) PC	6	
	<u>276</u>	

Project 20

Project 20 is the post conviction community service sentencing option for adults in San Francisco. Through Project 20, those persons who are convicted and referred by judges of the Municipal and Superior Courts can contribute their time, energy and manpower in community service to local taxpayer sponsored and non-profit organizations as alternatives to fines, and, in some cases, jail. It is the task of Project 20 to interview, screen and place those referred into community service assignments and to report the results and effect of the service back to the referring court. The program also identifies potential community service locations and provides orientation to those agencies.

Project 20 provides a way for the defendant to "pay back" the community for what has been "taken" in terms of the offense or to remit in a non-monetary way, for payments owed. Over 100 local taxpayer sponsored and non-profit organizations serve as community service assignment locations. The range of community activity covers the spectrum of unskilled through professional and involves such agencies and organizations as parks, libraries, neighborhood houses, day care, recreation and senior centers, life-line services and referral, support and treatment facilities.

Project 20 continues to receive national notice for its pioneering work in community service as a sentencing alternative.

Program Activity

Referrals from courts:

Traffic Infractions	813
Traffic Misdemeanors	461
Criminal Misdemeanors	311
Felony	40
	2,625

Hours of Service Referred 212,759

Closeouts

Successful	1,589 (75%)
Unsuccessful	526 (25%)

Hours of Community Service by Assignment: 90,144 (x \$4 = \$360,576)

Staff

Courts Alternative Specialist II (8448)	1
Courts Alternative Specialist I (8446)	1
Total	2

Previous staff augmentation from CETA and an LEAA-funded discretionary grant have ended. By comparison to the past fiscal year, staff has been reduced 80% while referrals have risen 215%.

PUBLIC SERVICE PROGRAM

The Department's Public Service Program placed selected misdemeanor offenders at worksites solely with the City and County of San Francisco. Commencing operations in February 1982, during its first five months, nearly 9000 hours of public service were ordered to be performed at its major sites: the Recreation and Parks Department and the Police Department.

Routine duties include a range of gardening activities (including general clean-up; weeding and edging parks and walks, staking trees; fertilizing; cleaning and hauling debris; sifting playground sands; mopping gyms and playrooms) and cleaning, waxing and polishing police motor vehicles. Auxiliary sites for the disabled, pregnant, infirm or otherwise include the public libraries, the Commission on the Status of Women, and the schools.

Developing as an adjunct of an earlier request by the Office of the Mayor for the Department to participate in its Clean City campaign, clients are normally diverted to the program in the pretrial setting and are required to work a mandatory minimum 32 hours. A smaller group of clients are referred upon sentencing.

Yet another group of clients are referred with the additional request that the program investigate and recommend to the bench on the issue of financial restitution. If ordered, the program monitors repayment to victims.

The Public Service Program is a continuing response to concerns that offenders substantially, visibly and tangibly compensate the community. It is designed for a high-volume/short-duration caseload and it is staffed as a team with a Courts Alternative Specialist II and a Courts Alternative Specialist I.

The months of December 1981 and January 1982 were devoted to staffing, program planning and preparation. In its first five months, F/Y 1981-82, 281 clients were referred to the program (an average monthly referral rate of 64 clients, excluding the start-up month of February 1982).

Fourteen percent (14%) of all clients referred with requests that the program investigate and recommend financial restitution. These recommendations resulted in orders in the amount of \$8,891, with \$1,249 collected in F/Y 1981-82.

Some four-fifths (81%) of all clients referred must work 32 hours to satisfactorily complete the program, with the remainder (19%) working more than that minimum. Total active caseload size for program staff during normal operations is 180 cases.

A Statistical Summary of the Program is found on the next page.

Statistical Summary - Public Service Program

Clients Referred	281
Clients Accepted	247
PS Hours to be Performed	8,891

Success Rate on Above Clients	78%
Successful	37
Unsuccessful	11

Financial Restitution Ordered	\$8,891
Financial Restitution Received	\$1,249

Types of Service Orders

32 hours Public Service	181 (73%)
32 Hours PS with Financial Restitution	18 (7%)
More than 32 hours PS	34 (14%)
More than 32 hours PS with FR	1 (1%)
Financial Restitution Only	5 (2%)
Post-Conviction Clients	8 (3%)

Client Profile

Male	211 (75%)
Female	70 (25%)
White	115 (41.0%)
Black	97 (34.5%)
Asian/American	11 (4.0%)
Hispanic	38 (13.5%)
Native American	2 (0.7%)
Filipino	1 (0.3%)
Other/Unknown	17 (6.0%)
Age: 18-29	173 (61.5%)
30-39	68 (24.0%)
40-49	15 (5.3%)
50+	9 (3.2%)
Unknown	16 (6.0%)
Employed Pt	78 (27.8%)
Employed Ft	30 (10.7%)
Student	7 (2.5%)
Unemployed	150 (53.4%)
Unknown	16 (5.6%)

COMMUNITY SERVICES DIVISION

A. Program Description

The Community Services Division is responsible for providing services to individuals who are either conditionally diverted from sentencing (1000 PC) or who are sentenced to a period of probation and placed under the supervision of the Adult Probation Officer (1202.8 PC).

B. Program Structure

The Community Services Division consists of five service units, each of which is assigned a unit supervisor and approximately seven probation officers.

All five units serve individuals granted probation in the Municipal and Superior Courts of San Francisco. Also assigned to the Division is a Custody Officer who provides services to individuals confined in the county jail as a condition of probation.

One of the five units, which serve probationers, is the Community Resources Management Team. This unit is staffed with probation officers who have been trained to identify the primary needs of their clients and, through a teamwork approach, obtain services from community agencies to meet these needs.

C. Program Objectives

The objectives of the Community Services Division are as follows:

1. To protect the community citizens and property from the commission of new criminal acts by persons granted probation by the courts, and to work cooperatively with other agencies toward this end.
2. To insure compliance with court orders by those persons granted probation and to promptly return to court those probationers who appear to be in violation.
3. To counsel and otherwise assist probationers to utilize employment, training, education and other community resources.
4. To supervise the payments for fines and probation costs payable to the General Fund, restitution to victim and other required costs.

Community Services, otherwise known as probation supervision, is mandated by Penal Code Section 1203.10 which reads in part as follows:

"... If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case

in courts, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parent's occupation, and condition of such person committed to his care during the term of such probation . . ."

During the past year the Department operated under the Program/Performance Budgeting and MBO Program format. Performance was measured against the goals and objectives enumerated in the Department's MBO Performance Budget for fiscal year 1981-82. The Community Services Division set three program objectives for fiscal year 1981-82. The first objective was to increase collections of General Fund revenues from \$130,000 (1980-81 fiscal year) to \$143,000; the second objective was to ensure the state prison commitment rate did not exceed 454; and the final objective was to improve the contacts between the courts and the providers of treatment for Drinking Drivers in order to increase the number and rate of successful participants.

Results:

The results of the Program/Performance Budget and MBO Program format were that collections for General Fund revenues exceeded \$180,000, rather than the goal of \$143,000 as established; the commitment rate did exceed the limit of 454, but the increase reflected the State-wide trend wherein commitments increased by an average of 19%; the improvement in contacts between the courts and providers of treatment for Drinking Drivers is reflected by a 11.1% increase in cases referred to the Program, a 17.8% increase in cases under supervision, and an 84.16% successful completion rate.

D. Program Output

	1980-81	1981-82	Net Change
Caseload (start of fiscal year)	6,546	6,381	- 2.5%
Grants of Probation	3,608	5,176	+43.5%
Total Caseload	10,154	11,559	+13.8%
Termination/Expirations	3,771	5,202	+37.9%
Caseload	6,383	6,154	- 3.4%
Average Caseload Size*	186	175	- 5.9%
Special Court Reports	4,805	5,299	+10.3%

The fiscal year reflected an increase in caseload intake of 43.5% and an increase of caseload termination/expiration of 37.9%. The high intake/termination turnover resulted in a 10.3% increase in court reports.

To make an orderly transition from caseload to workload, the Department is implementing the Wisconsin Classification System. The advantages of the Wisconsin Classification System are a risk assessment scale, a needs assessment scale, a workload budgeting and deployment system, a management information system and a standard reclassification process. Implementation should be completed within F/Y 1982-83.

*Does not include 100 where caseloads average 45.5 probationers per officer.

E. Staff

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	5
Senior Probation Officer (8442)	14
Probation Officer (8440)	25
Probation Officer Trainee (8402)	4
Clerk-Typist (1424)	<u>3</u>
TOTAL	52*

*Includes the ISU (AB 90 funded) Program

NOTE: The specialized programs within the Community Services Division are described on the following pages.

Intensive Services Unit

On December 10, 1979, the Intensive Services Unit became operational. The Unit was designed as an alternative to prison for appropriate defendants in nonviolent felony cases. Defendants selected by the court and through screening by the unit supervisor are stabilized in the community by intensive supervision and utilization of community support service. The Unit has responsibility for referring defendants with needed services, particularly substance abuse treatment, job training and employment, to selected resource agencies. Surveillance of individuals in the program insures compliance with conditions of probation. This is accomplished through unannounced home visits, plus contacts with probationers at their employment, training or treatment sites. Progress is closely monitored through Unit staffing, utilizing a consultant psychologist who is paid with AB 90 funds on an hourly, as needed, basis.

Program Outputs

	<u>1980-81</u>	<u>1981-82</u>	<u>Net Change</u>
Caseload (start of fiscal year)	304	186	+77.9%
Cases received	264	184	-10.3%
Total cases	568	570	+ 0.8%
Cases removed/terminated	182	204	+12.1%
Caseload	386	366	- 5.1%

Revocations/Commitments

Bench Warrants	64	56	-12.5%
State Prison Commitments	69	58	-15.9%
Calif. Rehab. Center	2	1	-50.0%

Staff

The staff of ISU consisted of one (1) supervisor and eight (8) probation officers with caseloads of fifty (50) persons or less. Four (4) officers specialized in finding job training and jobs for probationers. The other four (4) specialize in substance abuse treatment programs. In addition to the regular duties of a probation officer and the surveillance aspect, the officers work closely with community agencies as they can evaluate them and make proper referrals.

Funding:

The Intensive Services Unit is a State (AB 90) funded program. For the 1981-82 fiscal year, funding totaled \$308,200, the major portion of which was allocated for wages.

Drug Diversion

All drug diversion cases granted pursuant to Section 1000 of the Penal Code are combined in one caseload. Drug Diversion procedures include the preparation of all Drug Diversion Suitability Reports, Progress Reports and referral to appropriate community based drug programs. Cooperation has been established with these programs and an on-going contact with the programs has been incorporated into the overall duties of the Drug Diversion Officers.

Program Outputs

	1980-81	1981-82	Net Change
Cases under Supervision (start of fiscal year)	94	70	- 25.5%
Cases Accepted for Program	227	603	+165.6%
Cases Removed from Program	251	390	+ 55.3%
Cases under Supervision (end of fiscal year)	70	283	+304.2%
Reports to Court	516	1248	+141.8%

Staff

Senior Probation Officer (8442)	1
Deputy Probation Officer (8440)	1
TOTAL	2

Domestic Violence Diversion

Authorized by 1979 Chapter Law and effective January 1, 1980, the Department assumed this workload. A probation officer in the Investigation Division investigates all Domestic Violence Diversion referrals for eligibility and suitability and reports to court. If diversion is granted, a probation officer in the Community Services Division monitors the divertees diversion program. Failure to complete the program successfully or new arrests result in the divertee being returned to court.

Program Outputs

	1980-81	1981-82	Net Change
Cases under Supervision (start of fiscal year)	26	45	+71.0%
Cases Received	104	120	+15.4%
Total Caseload	130	165	+22.0%
Cases Terminated	88	77	-13.5%
Cases under Supervision (end of fiscal year)	45	88	+95.5%
Reports to the Courts	137	126	- 1.2%

Staff

Deputy Probation Officer (8440)	1
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Drinking Driver Program

Originally, the probation officers assigned this program screened referrals for eligibility. However, increases in the caseload resulted in a change in this procedure and the staff now screens for program eligibility following sentencing.

A person deemed ineligible by law or not desirous of program participation is referred back to the court on a motion to modify probation to delete the Drinking Driver condition of probation and to impose stayed portions of the sentence, including driver's license suspension. This has resulted in time savings, approximately ten days of probation officer time and three days transcriber time per month.

The treatment component of the program continues to be operated by one private agency which contracts with the City's Bureau of Alcoholism.

Probation's primary role after screening is monitoring the defendant's progress on probation. The court, the treatment provider, and the Bureau of Alcoholism liaison to the program have all expressed the need of this monitoring function to maintain program credibility. Persons who are rearrested for drunk driving and other related offenses, as well as persons not in compliance with program rules, are promptly returned to court for review, modification or revocation. Probation also collects fines and/or restitution to the victim for losses not covered by insurance.

<u>Program Output</u>	<u>1980-81</u>	<u>1981-82</u>	<u>Net Change</u>
Cases under Supervision (start of fiscal year)	303	386	+27.4%
Cases Accepted	333	370	+11.1%
Cases under Supervision (end of fiscal year)	386	455	+17.8%
Reports to Court	362	296	-18.2%

Staff

Senior Probation Officer (8442)	1
Deputy Probation Officer (8440)	1
Total	2

GRANTS AND TERMINATIONS

Fiscal Year July 1981 to June 1982

	PROBATIONERS ADDED		PROBATIONERS REMOVED	
	Super. Court	Muni Court	Super. Court	Muni Court
July	175	150	171	151
August	178	146	207	157
September	162	155	217	242
October	153	163	209	201
November	172	169	206	197
December	163	189	180	194
January	160	180	152	147
February	133	177	128	162
March	158	376	185	196
April	150	227	189	235
May	119	211	127	151
June	166	234	150	141
	1889	2377	2121	2174

Total Superior Court Cases

7/1/81	3670
Total Added	1889
	5559
Total Removed	2121
Total Probationers	3438
6/30/82	

Total Municipal Court Cases

7/1/81	2713
Total Added	2377
	5080
Total Removed	2174
Total Probationers	2916
6/30/82	

Total Probationers 6/30/82: 6354

Despite a 1% increase in Superior Court and a 36.7% increase in Municipal Court of persons being granted probation, the caseload of Superior Court probationers by the end of FY 81-82 had decreased by 6% from the previous year, while the caseload of Municipal Court probationers had increased by 7%. Total probationers at year end were essentially unchanged from FY 80-81. Of particular note, however, the total cases under supervision during the year increased by 3% for Superior Court probationers and by 7% for Municipal Court probationers.

These figures indicate the number of persons on probation and do not reflect individuals who may have two or more concurrent grants of probation.

COURT ACTIVITY

Fiscal Year July 1981 to June 1982

	<u>Superior Court</u>	<u>Municipal Court</u>
July	202	239
August	215	294
September	186	238
October	179	263
November	167	250
December	155	252
January	165	292
February	148	250
March	183	315
April	159	282
May	189	258
June	<u>162</u>	<u>256</u>
Totals	2110	3189 = 5299

GRAND TOTALS - FY 1980-81 4805
FY 1981-82 5299 Net Change + 10.3%

Note: These include presentence reports, supplemental reports, motions to modify or revoke probation, progress reports, motions to terminate early, and motions to dismiss pursuant to Section 1203.4 P.C.

The overall total of 5299 court reports reflects a 10.3 increase over the preceding fiscal year, with a 4.7% increase in Superior Court and a 14.3% increase in Municipal Court activities.

DEMOGRAPHIC ANALYSIS
of
Active Probation Grants Under Supervision
1981 - 1982

Based on analysis of probation granted by Superior and Municipal Courts. Ethnic identification is entered by the Police Department at arrest and shown on the computerized report of court dispositions.

White Males*	2808	44.2%
White Females*	451	7.1%
Black Males	2308	36.3%
Black Females	438	6.9%
Oriental Males	152	2.4%
Oriental Females	19	.3%
Other Males	140	2.2%
Other Females	38	.6%
	6354	100.0%

*Includes males and females of Hispanic origin.

ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistant heading the program to supervise these support services, function as personnel officer, prepare the budget and manage the activities described in the functions listed below.

This will be the second year the Department has reported under the Program/Performance Budgeting and MBO Program format. Performance was measured against the goals and objectives enumerated in the Department's MBO Performance Budget for fiscal year 1981-82. These objectives, their measures and 1981/82 performance data are listed for each of the functions.

Staff

Senior Management Assistant (1844) 1

FUNCTION: ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining expenditures and budgetary control accounts, preparing payrolls, submitting work and purchase orders, controlling supplies and maintaining the Department's auto pool.

Service Objectives

There were no MBO objectives developed for this function in 1981-82. Measurable objectives, if applicable, will be developed in 1982-83.

Staff

Accountant (1650) 1

Account Clerk (1630) 1

Clerk (1404) 1

Total 3

FUNCTION: CASHIER'S OFFICE

The Cashier's Office is responsible for the collections of fines and penalty assessments, restitution, victim indemnity fund assessments, probation costs and attorney fee recoupments from persons granted probation or diverted by the courts.

In 1981-82, an additional fee collection was approved; administrative costs of collecting restitution or 2% of restitution as ordered by the courts. It is estimated that this additional fee will bring in approximately \$15,000/year. The Cashier's Office is also responsible for the proper disbursement of revenue to the City General Fund, the State and to victims of crimes.

Collections for the 1981-82 fiscal year totaled \$731,686.

Service (MBO) Objectives

To effectively and efficiently collect and disburse all judicially ordered payments. The MBO objective for fiscal year 1981-82 was to notify all probationers more than 30 days delinquent in making restitution, fines penalty and cost of probation payments that their payments were overdue.

The workload measure of this objective was the number of probationers notified, which was 10,117. This measures neither efficiency nor effectiveness and revision of this objective is being considered for 1982-83.

Staff

Cashier II (4321)	1
Account Clerk (1630)	2
Total	3

Collections

For collection figures from this department for 1981-82, see the breakdown on page 26. In 1981-82, collection of revenue for the general fund was budgeted at \$141,000. In 1982-83, this figure is estimated at \$168,000.

FUNCTION: RECORDS-RECEPTION

Under the supervision of a Principal Clerk, this section staffs the reception area, telephone switchboards and they also create and maintain the case files for the department. In the process of file creation, this section extensively utilizes the electronic data processing functions described in the next section. It is planned to further computerize this section as time and staffing permit.

Service (MBO) Objectives

The objective for fiscal year 1981-82 for this unit was to process and transmit to the Investigation and Community Services Units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts.

There were 364 late reports in 1981-82 or an error rate of 8%. Computerization of the central index, when possible, should lower this figure.

Staff

Principal Clerk (1408)	1
Account Clerk (1630)	1
Clerk-Typist (1424)	7
Clerk-Stenographer (1444)	.5
Transcriber-Typist (1430)	<u>1.25</u>
Total	10.75

FUNCTION: ELECTRONIC DATA PROCESSING

This is a high volume operation which provides the means to obtain data for pre-sentence investigations, daily arrests and innumerable court dispositions and criminal records needed by all sections of our department.

A departmental consultant also maintains liaison with the courts and agencies in the local criminal justice system through membership on the Data Processing Committee which consists of a voting representative from Superior and Municipal Courts, Police, Sheriff, District Attorney, Public Defender, County Clerk and Adult Probation.

The Records/Reception Unit also performs clerical functions involved with computer terminals and computer-generated information by the courts, the Police Department and State and Federal Criminal records.

Program Output

During Fiscal Year 1981-82 there were approximately 182,133 terminal access operations (either batch printing or manual) which compares with 97,915 for 1980-81 (5% increase). The direct cost per transaction remains unchanged from 1980-81 at 68 cents based on the department's share of the EDP cost allocation for the Court Management System, \$69,075. The following types of transactions were used:

Batch Case Record Printouts for pre-sentence investigations	21,258*
Queries of Court History Information (includes printer and 3 video terminals for Intake, Investigation and Court Calendar printings)	49,369
Queries of S.F. Police Department computerized records for Criminal History and Incident Reports	26,000*
Out-of-County and Federal Telegrams	945
State CII and Motor Vehicle queries	4,060
Management Information Reports	501
Total	102,133

Service (MBO) Objectives

There were no MBO objectives developed for this function in 1981-82. Internally, the objective of the section is to provide criminal record information to the Investigation and Community Services units within two days of receipt of a case referral from the courts; and to increase our use of the Court Management computerized system in administrative procedures.

This will be developed into a formal MBO objective with measures during 1982-83.

Staff

Systems and Procedures Analyst (1862) 1

FUNCTION: TRANSCRIPTION CENTER

This centralized department pool types and transcribes work from both the Investigation and Community Services Divisions of the department. Transcription work which is processed here included presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Most of this work is transcribed directly from dictated tapes into final form.

This section produced 1481 reports during this fiscal year. The volume of this work is dependant on the number of investigations ordered by the courts, the number of reports and motions generated by Supervision Officer staff and the documents produced by the administrative staff.

*More than one transaction per case handled

Service (MBO) Objectives

The objective for fiscal year 1981-82 for this function was to complete typing of all pre-sentence, supplemental and miscellaneous reports within 15 days of their referral to the Department.

This objective was met totally and is being revised for a closer measure in 1982-83.

Staff

Principal Clerk (1408)	1
Sr. Transcriber-Typist (1432)	1
Clerk-Stenographer (1444)	1
Transcriber-Typist (1430)	<u>6</u>
Total	9

STATEMENT OF COLLECTIONS

Fiscal Year 1981-82

Restitution*

to victims of crimes	\$471,924
to Dept. of Social Services (non-support)	12,954
Subtotal	\$484,878

Fines to State**

Vehicle Code	\$ 32,968
Peace Officer Training	9,481
Health & Safety	11,283
Victims of Violent Crime	1,570
Subtotal	\$ 55,310

Fines to City

Municipal Court	\$120,715
Superior Court	32,853
Drunk Driver Assessments	
Indemnity Fund	1,491
Laboratory Fund	560
Alcohol Rehab Program	760
Subtotal	\$156,379

Attorney Fee Recoupment \$ 3,850

Probation Costs \$ 31,158

Miscellaneous \$ 110

TOTAL COLLECTIONS - \$731,685

TOTAL COLLECTIONS TO GENERAL FUND - \$191,497

Other Revenue

State funds for repayment of costs of
implementing State mandated programs - \$6,446

* Restitution payments are forwarded directly to victim.

**State fines are forwarded to the State under the provisions
of various State codes.

STATEMENT OF EXPENDITURES

Fiscal Year 1981-82

APPROPRIATED - \$2,989,871

	Budgeted	Expended & Encumbered	Balance to General Fund
Permanent Salaries*	\$2,211,895	\$2,163,324	\$ 48,571
In-Lieu of Sick Leave	15,338	15,338	---
Mandatory Fringe Benefits*	601,929	557,827	44,102
Other Contractual Services	15,721	15,384	2,337
Use of Employee Cars	800	460	340
Travel	1,000	569	431
Other Contractual Services	39,524	35,699	3,915
Materials & Supplies	17,370	12,061	5,109
Membership Dues	180	180	---
Court Management System	4,480	4,480	---
Central Shops - Fuel	2,550	2,403	147
Central Shops - Repair	5,400	5,207	163
Civil Service	10	---	10
Building Repair	1,500	1,275	225
Controller, EDP	65,621	65,621	---
Reproduction	5,000	4,825	175
Local Match	1,553	---	1,553
	<u>\$2,989,871</u>	<u>\$2,882,593</u>	<u>\$107,278</u>

*Includes Mayor's Emergency Fund

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